



Reviewing starting balances after conversion - quick reference guide

Module 1: Introduction

Learn how to verify conversion balances, manage contacts and run Reconciliation Reports.

Xero recommends you do a double check of an organisation's starting balances post conversion.

This way you can be sure the client's starting point in Xero is accurate.

Module 2: Verifying Conversion Balances

Setting the Conversion date, verifying Conversion balances, and entering Comparative balances.

Conversion Date

The conversion date is the date you will start entering day-to-day transactions into Xero. After this date is set, all transactions in Xero should occur after this date.

[Setting your Conversion Date](#) (Help Centre)

Conversion Balances

Make sure you have a copy of the Trial Balance from the previous accounting system. This way you can compare side by side with the Conversion balances in Xero.

[Conversion balances](#) (Help Centre)

[Entering Conversion Balances](#) (Xero TV)

Comparative balances

Comparative balances are the 'end of year trial balances' from the time before a client used Xero. Comparatives aren't posted to the General Ledger.

[Comparative balances](#) (Help Centre)

Module 3: Managing Contacts

Adding and merging Contacts in Xero.

Add Contacts

Contacts can be a client's customer, supplier or both. There is only one record per contact. The contact name is mandatory and must be unique so that reports, invoices, bills and other items are correct.

[Add a contact](#) (Help Centre)

[Contacts Advanced Tutorial](#) (Xero TV)

Merge Contacts

If you find multiple contacts for the same customer or supplier, merge their transactions and retain one contact name.

[Merging contacts](#) (Help Centre)



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Module 4: Running Reconciliation Reports

Generating and publishing Reconciliation Reports.

Generate Reconciliation Reports

The Reconciliation Reports suite is a package of reports that contain all the the numbers to prove that the conversion balances are accurate. This is a great way to complete a final due diligence check.

[Reporting in Xero part 5 – management & reconciliation reports \(Help Centre\)](#)

Publish Reconciliation Reports

Publish Reconciliation Reports to record a starting point in Xero. Archive these numbers electronically so you have a saved a copy of the starting numbers.

[Publish and print a report \(Help Centre\)](#)



Reviewing starting balances after conversion - my notes

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Reviewing starting balances after conversion - expert tips

Module 2: Verifying Conversion Balances

Tip 1: Conversion balances

Conversion balances can be saved at any time. This is useful when the clients prior year end hasn't been finalised yet, but you want to get them up and running on Xero. Put in the figures you have to hand, then come back and complete the rest at a later date.

Module 3: Managing Contacts

Tip 1: Group of Contacts

For a quick and easy way to invoice a group of contacts at the same time, select the relevant contacts, choose options, then Add to group. This is useful when various customers require exactly the same invoice - it saves having to create each invoice individually.