



Reviewing client settings for accuracy - quick reference guide

Module 1: Introduction

Learn how to review key fields for client setup, including; Organisation Settings, Financial Settings, Users, Tracking, Invoice Settings and the Chart of Accounts.

Xero recommends you do a double check of an organisation's data when onboarding a new client.

Catch those errors before the client does to make the best first impression.

Module 2: Reviewing organisation Settings

Learn how to review Basic Information, Contact Details and the Public profile.

Basic Information

The Basic Information includes the Display and legal/trading names.

[About the basic information fields](#) (Help Centre)

[Add your organisation details in Xero accounting software](#) (Xero TV)

Contact Details

These details may show on invoices and quotes sent to customers.

[About the contact details fields](#) (Help Centre)

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

Public profile

An organisation's profile can be made public or kept private.

[What you can do with your organisation's public profile](#) (Help Centre)

Module 3: Verifying Financial Settings

Look at Financial Settings including: Financial year end, VAT Settings, Lock dates and time zone.

Financial year end, VAT Settings, Lock dates and time zone

The year end date is used to calculate and generate financial reports. This will be set to December by default.

Lock dates stop any changes to data entered before that date.

The time zone setting in Xero determines the date when entering transactions or running reports.

[Set up your organisation's financial details](#) (Help Centre)

[Financial data in Xero is secure online](#) (Xero TV)

Module 4: Checking Users

Locate and check User settings.

Organisation staff

Review what roles each user has, whether they've set up Two-step authentication, and the status of whether or not they have accepted a Xero invitation.

[Add new users to your organisation](#) (Help Centre)

[Adding New Users](#) (Xero TV)

Firm staff

If additional people at your firm will be working on this organisation, you may need to ask the practice admin to add your colleagues as users.



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Module 5: Verifying Tracking

Verify and add tracking categories and options.

Tracking

Tracking categories help you review and compare different areas of an organisation and improve reporting.

[Set up tracking categories to monitor different areas of your business](#) (Help Centre)

[Tracking in Xero](#) (Xero TV)

Module 6: Looking over Invoice Settings

Look at invoice settings, including Branding Themes, Default Settings and Payment Services.

Branding themes

Branding themes allow for customisation to sales invoices, credit notes, statements, quotes and purchase orders.

[Add a branding theme](#) (Help Centre)

[Invoice Branding Using Standard Themes](#) (Xero TV)

Default settings

These settings determine the invoice settings, including payment terms, automatic number sequencing, showing outstanding bills, and Quote Expiry Date. Xero enters these details automatically each time a bill or sales invoice is created.

[Settings](#) (Help Centre)

Payment services

The customer can view invoices online and use the payment button to pay securely using payment services.

[Change the payment service on a branding theme](#) (Help Centre)

[How to add a payment service in Xero and get paid faster](#) (Xero TV)

Module 7: Reviewing the Chart of Accounts

Review the accounts on the All Accounts tab, and accounts no longer in use on the Archive tab.

All accounts

A complete list of accounts shows on the All accounts tab.

[Chart of Accounts](#) (Help Centre)

[Chart of Accounts](#) (Xero TV)

Archive tab

The Archive tab displays all accounts that have been archived. An account can not be deleted once a transaction has been coded to it. However the unneeded account can be archived instead.

New transactions can't be coded to an Archived account. However, archived accounts still show on any approved transactions, journals or payments coded to the account before it was archived.



Reviewing client settings for accuracy - my notes

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Reviewing client settings for accuracy - expert tips

Module 3: Verifying Financial Settings

Tip 1: Lock dates

Lock dates are especially useful when compiling the VAT return. Lock all other users apart from the Adviser, to ensure that figures don't change during this process.

Module 6: Looking over Invoice Settings

Tip 1: Invoice layouts

A doc-x option is available for more detailed invoice layouts. There is more detail on how to complete this file in the Xero Help centre. To see if it looks how you expected, import the doc-x file into the Demo Company.

Module 4: Checking Users

Tip 1: User roles

For Businesses with employees that submit expense claims and don't require other access to Xero, set them up with the user role 'Invoice only - draft only'. They'll be able to submit expense claims for approval in app, or on Xero mobile.

Module 7: Reviewing the Chart of Accounts

Tip 1: Files

For important documents, such as loan or HP agreements, the files functionality can be used to keep these docs associated with the relevant COA code. Select the monetary figure on the COA code row, then any documents can be dragged and dropped/uploaded here.

Module 5: Verifying Tracking

Tip 1: Tracking categories

You won't be able to delete a tracking category that has been assigned to transactions, as it's required for reporting. When attempting to delete a tracking category on this basis, it will be archived and can be restored at a later date.