

Remarks:

1. We shall create a trial Organization in XERO with my login ID by using the details below.
2. We shall require a brief introduction regarding the business and key aspects of business which the business person needs to track to help us in understanding the same and setting up an accounting system for same.

Checklist for Information to be received from Client

SN	Document/Information	Data Provided (Tick whichever relevant)	Remarks
	Documents for Master File & Setting up XERO		
1	Name Of Company		
2	Brief details on business of entity		
3	Please give us the logo of organization		
4	Opening balances of Accounts		
5	Date of Incorporation of Company		
6	ABN Number		
7	Type of Organization		
8	Line of business		
9	Postal and Physical address		
10	GST Accounting method (Cash/ Accrual)		
11	PAYG Installment applicable?		
12	FBT Applicable		
13	TFN Number		
14	PAYG Withholding applicable?		
15	Foreign currency applicable? If yes, which currency required for accounting?		
16	Do you wish to set up cost centers?		
	Detailed list of		
1	Customer (Pls provide details in contacts addition sheet. Provide the details whichever is available)		
2	Supplier (Pls provide details in contacts addition sheet. Provide the details whichever is available)		
3	Inventory (Pls provide information in yellow column)		
	Other Information		
	Do you want to send invoice to clients from Xero?		
	Do you want to set up repetitive invoices?		
	Bank Feeds		
	Once this is done, the client would set up bank feeds in Xero from his own account		
	Keep Bank Account number and BSB number handy for same		
	Do you wish to make batch payments from XERO?		
	Budgets		
	Do you wish to create budgets in XERO?		

