

Organisation Settings - your organisation name in Xero and on reports and address	
Who are the decision makers for this project	
Who should be invoiced for this project?	
Legal Business Name	
A.B.N.	
Tax File Number	
Organisation Type	Company / Charity / Club or Society / Partnership / Person / Sole Trader / Trust
Your business address	
Postal address (?)	
Are you converting from existing accounting system? MYOB / Other If you currently use MYOB I will invite you to DROPBOX where you can place your existing file. Alternatively email file to heather@aniseconsulting.com.	
MYOB Administrator password	Please text this password to 0418 153 021 - do not email it with your MYOB file.
Phone Number	
Fax Number	
Financial Settings your organisation's year end and Activity Statement settings	
Financial year end	30 June / 31 December / Other _____
Activity Statement Settings	
Registered for GST	Yes / No
Paying GST	monthly, quarterly, or annually
Account Method	Cash or Accruals (please circle)
PAYG Withheld Period	monthly, quarterly, or annually
PAYG Income Tax Method	None / Option 1 Pay instalment quarterly / Option 2 Income times rate
Fringe Benefits,	Yes / No
Fuel Tax Credits	Yes / No

XERO Account information



Excise	Yes / No		
<p>Bank Accounts - forms need to be filled out for some banks and sent across to them to activate the feed. This can take up to 10 days.</p>	<p>NAB: http://help.xero.com/#BankAccounts NABFeed CBA: http://help.xero.com/#BankAccounts CBAFeed ANZ: http://help.xero.com/#BankAccounts ANZFeed Westpac: http://help.xero.com/#BankAccounts WestpacFeed</p>		
Bank Name e.g. NAB ANZ			
Account Name			
Account Number			
Account BSB (6 digits)			
Credit Card Accounts			
Bank Name e.g. NAB ANZ			
Account Name			
Last 4 digits of the card			
PayPal-Account Name			
Invoice Branding			
Logo (maximum size is 250kb)	<p>Please submit logo to heather@aniseconsulting.com by email in .jpg .gif or .png format. This logo will appear on the invoice and the payslips. Let me know if you require something alternative to this.</p>		
Your business address	as above Yes / No		
Postal address (?)	as above Yes / No		
Invoice numbering sequence	I can set it up to start at your 'next invoice number' so let me know what this is.		
Payment terms			
Bank Account	What bank account should receipt payments?		
Online payments	Will you accept payments by PayPal, DPS or eWay (please circle)		
Default text you want to appear on the invoice including branding and colours			
Do you want a credit note and statement customised as well?			
Invite Users			
(As a default I enable Xero Customer Care in the file to minimise the time to access support - let me know if you want this)			

XERO Account information



changed)		
Email address		Restricted access Yes / No
Email address		Restricted access Yes / No
Email address		Restricted access Yes / No
Currencies - this section is only for clients trading in overseas currencies and who want to adopt the large pricing plan		
Chart of Accounts - detail suggested chart of account		
INCOME	<p>What sort of income does the business generate? Can you group that into defined income streams that will be useful for business reporting?</p> <p style="text-align: center;">For example:</p> <p style="text-align: center;">New home income Renovation income Maintenance income Commission income</p> <p>Of course those suggestions may not be appropriate for your business. Do you have any thoughts about the income you generate?</p>	
Cost of Goods Sold	<p>What sorts of costs are related directly to the income the business generates? I am trying to establish the Cost of Goods Sold for your business. If you generate income from building a new home, the cost related to that income, is building materials, labour etcetera. How would you define the costs related to generating income for your business?</p> <p>The expenses of advertising, website design, and bookkeeping etcetera are not directly related to generating your income streams, and are deemed to be EXPENSES not Cost of Goods Sold.</p>	
Account Balances - the date you want to start using Xero and the balances from your previous accounting system if you have them		
Conversion date	Suggest 1 st of the month, preferably 1 st day of the quarter	
Trial Balance	If relevant account balances from existing accounting software	
Accounts Receivable	details	
Accounts Payable	details	
Contacts - Customers / Suppliers / Employers - can be imported depending on the format.		

XERO Account information



Customers	Can you provide a detailed list of customers?		
Suppliers	Can you provide a detailed list of suppliers?		
Employees	Can you provide a detailed list of employees?		
Payroll Calendar - (there can be more than one payroll calendar)			
Type	Weekly/Fortnightly/Four Weekly/Monthly/ Twice Monthly/Quarterly		
Start Date	The actual first date that will be in Xero, e.g. 1 st Jan		
Payment Date	The actual first date that will be in Xero, e.g. 7 th Jan		
Number of staff	Note monthly Xero subscription is based on number of staff processed through payroll		
<p>Employees - I will email you a separate Microsoft Excel file, to enter employee details in. DO NOT change or delete the columns. Add what information you have. Read the notes beside the column headers for further information on how to add the information.</p>			
<p>Add-On Solution Are you using or expecting to use any add-on solutions that you want to integrate with Xero? Please provide full details below:-</p>			
<p>Is there anything else I should know about your business which will effect this implementation? Omitted information - may lead to surprises which may result in Bill Shock. Discuss this with me if you have any concerns.</p>			
Social Links (if you want to include them)			
Twitter			
LinkedIN			
Facebook			
Google+			