STEPS OF PROCESSING THE JOBS IN XERO FROM OTHER BOOKKEEPING SOFTWARE

1. **Client Onboarding & Data Collection**
    a. Obtain access to the existing bookkeeping software.
    b. Gather:
        i. Chart of accounts
        ii. Customer and supplier lists
        iii. Bank statements
        iv. Outstanding invoices and bills
        v. Payroll records
        vi. BAS/GST reports
        vii. Fixed asset registers
2. Review Existing Records
    a. Check data quality and identify:
        i. Duplicate contacts
        ii. Incorrect GST coding
        iii. Unreconciled bank transactions
        iv. Suspense accounts
        v. Historical errors
3. Set Up the Xero Organisation
    a. Create the client file in Xero.
    b. Configure:
        i. Financial year settings
        ii. GST/BAS settings
        iii. Bank feeds
        iv. Invoice templates
        v. User permissions
4. Migrate Master Data
    a. Import:
        i. Chart of Accounts
        ii. Customers (Contacts)
        iii. Suppliers
        iv. Inventory items (if applicable)
        v. Fixed assets
5. **Determine Conversion Method**
    a. Choose either:
        i. **Conversion balance method** (bring opening balances only)
        ii. **Full historical conversion** (bring detailed transactions)

Most Australian bookkeeping conversions use opening balances unless detailed history is required.

6. Import Opening Balance
    a. Bank balances
    b. Accounts Receivable
    c. Accounts Payable
    d. GST balances
    e. Loan balances
    f. Equity accounts
7. Connect Bank Feeds

    Connect Australian banks through Xero's bank feed system and verify:

        i. Feed start date
        ii. Account numbers
        iii. Opening balances
8. Start Validation & Reconciliation
    a. Compare old system versus Xero and ensure all All reports should agree as at the conversion date
        i. Profit & Loss
        ii. Balance Sheet
        iii. Trial Balance
        iv. GST reports
        v. Aged Receivables
        vi. Aged Payables