

# Gather Your Info: Xero Setup Checklist

Here is a list of some of the key documents and questions that you will need to answer as you walk through the Xero setup guide.

## Company Information

- a. Name
- b. Address
- c. Email address
- d. Website
- e. Social media
- f. Company Logo
- g. Tax ID
- h. Business Entity(sole prop, LLC etc;)
- i. Accounting method (cash or accrual)
- j. Bank statements
- k. Credit card statements
- l. Chart of accounts list\*
- m. Account Balances\*
- n. The numbering sequence for customer invoices\*
- o. Copies or a list of the following:
  - Outstanding checks written\*
  - Outstanding deposits\*
  - Open customer invoices\*
  - Unpaid bills\*

## Questions you will need to answer

What is your fiscal year?

What industry does your business fall into? (select from a list)

What payment terms do you want to offer your customers? (i.e. Net 30,60)

Do you need to create estimates/bids/quotes?

What payment terms do you have with suppliers? (i.e. Net 30,60)

Do you need to create purchase orders?

Do you need to track income and expenses by location or department?

What date do you want to start using Xero to track your day to day business?

Do you charge customers sales tax?