

## Xeroom Installation Service

### Data Capture - Requirements Checklist

Thank you for purchasing our installation service for Xeroom. We aim to complete this within 2 working days of receipt of this information. In order for us to complete the work in a timely and smooth manner please can you supply us with the following information, some of which may require checking with your bookkeeper or IT support person:

1. Live Environment Access:
  - a. Wordpress admin logins to your site.
  - b. Xero site instance login invitation for a standard user – you do this via the settings/users options in Xero.
  - c. If you have ordered the additional setup on a Test Environment please also provide logins to access the site, server xeroom directory and Xero demo account.
  
2. Please answer the following checklist:
  - a. Do you have different prices and descriptions for your products in Xero to what you have in WooCommerce? This will define which master you need for the product prices and descriptions.
  - b. What is your preferred Xero account to post your sales to or would you like us to create a new sales account for WooCommerce sales?
  - c. Do you want your sales to be split into separate accounts in Xero by geography or product categories? These are intended to be for groupings and not for product level reporting which already exists in Xero. If so please list the geographies or product categories. Note: These must already exist in WooCommerce and we will map them into accounts in Xero that we will create.
  - d. Sales tax rules – Do you want sales taxes to be calculated differently in Xero to how they are done in WooCommerce? The standard, reduced and zero

rate taxes are set at product level in Woo. For each of these taxes are then calculated by geography of the customer according to the order set in Woo. These taxes map to equivalent tax methods in Xero which we will create. If there are a large number of variations such as in the USA then you will need a plugin for WooCommerce to calculate these and it may not be possible to map all of them across if you are using Xero as the master. If you use Woo as the master then they will copy across to the invoice but will not post to the separate tax rates in Xero only as one total to the default tax account.

- e. What is your preferred Xero bank account to post your payments to or would you like us to create a new account for WooCommerce payments?
- f. We do not include setting up checkouts in WooCommerce. If they are set up eg for Stripe, Paypal etc then we can set up matching payment accounts in Xero to keep payments from different checkouts separate. Note: for testing purposes we will enable the bank transfer checkout.
- g. Do you wish to use inventory synching? If so please read this article to understand the full implications of doing so some aspects of which are irreversible in Xero <http://www.xeroom.com/managing-inventory-xero-woocommerce/> .
- h. Where do you want the master inventory to be kept in WooCommerce or Xero?
- i. Do you want us to handle the bulk download/upload of your inventory codes and descriptions for you from and back into Xero and WooCommerce? This requires considerable work and is offered as an extra service <http://www.xeroom.com/product/bulk-product-sku-code-load-xero-woocommerce/> ? NB: If your SKU codes don't match exactly between WooCommerce and Xero then Xeroom will still work but the products will be created as new ones in Xero using the SKU or Product ID and description from WooCommerce instead of using the unmatched product that exists in Xero.
- j. Do you have an Inventory Asset Account set up in Xero or would you like us to create one for you? The IAA is needed if inventory is going to be tracked.
- k. What is your preferred Xero accounts to post your inventory purchase costs (COGS) into or would you like us to create a new sales account for WooCommerce sales?

- l. Auto Completion - Do you want to be able to manually edit/correct/amend any invoices in Xero after they are created? If so this will mean that payments cannot be automatically applied on completion (autocomplete) of the checkout process in your shop since in Xero once payments are applied you are very limited in what you can edit on the invoice.
- m. Invoice creation status - Do you want invoices in Xero to be created as draft ie they will require approval before they can become active and have payment applied?
- n. Historic orders - Do you want us to perform an upload of all your historic orders in WooCommerce? We can run this but cannot cleanse your data as it can be a very timeconsuming process to go through all the exceptions and reasons for them which will be mainly due to your data eg gaps, wrong characters in your data, missing items etc. However 80%-90% should load ok with no problems.
- o. Credit notes – do you want these created automatically in Xero when an order is cancelled in WooCommerce?

**Testing** - We will place a small number of test orders into your shop to create orders that are then sent to Xero. These will be left in place so that you can check them for yourself. Any unpaid invoices will need to be manually deleted and any paid invoices will need to be reversed with credit notes since the entries will already have been posted by Xero to the relevant accounts. If you have a large no of invoices to load into Xero with the Bulk Data Loader module then it is worth doing it first on a demo Xero environment.

Once we have completed the installation please check through everything and run your own test orders for yourself to ensure you understand the process and that everything is working as you expect and want. If there are any questions, issues or changes then we will answer them and once you are happy with the installation then please delete the logins that you provided us.

**Future updates** – As Xerom is developed and more features are added as a result of feedback and bug fixes made we will release new updates. Newer versions of WordPress and WooCommerce may also necessitate this as has happened in the past. These are provided free as part of the lifetime support. We will provide full details and release notes for each version so you know how to use any new features. Releases will happen about twice a year. Should you have any problems with an update then please

contact us. If you wish us to apply and test any future updates then please order this low-cost service. If you delete the Xeroom plugin the settings remain saved in your WordPress database so you can always return to it later if you wish.