



## Preparing Financial Statements for EOFY in Xero - Business Edition

Follow these best practice steps when using Xero for financial reporting.

Activity	Activity Owner	Complete?
Set up the client organisation		
Review Report Codes		
Review Report Fields		
Run depreciation in Fixed Asset Register if applicable		
Post Appropriation Journals to distribute income/apply losses		
Run the Financial Report template (or Copy & Edit prior year published template)		
Review Notes to the Financial Statements		
Save Draft when ready for review		
Publish the Financial Report template when ready for client viewing		
Set Lock Dates after FY is completed		