

Advanced SOP checklist: monthly Cin7 ↔ Xero Reconciliation



#	Tasks	✓
01	Understand your system architecture <ul style="list-style-type: none"> ▶ Map the data journey from Cin7 (Inventory) → Xero (Finance). ▶ Understand key journal triggers: <ul style="list-style-type: none"> • Sales Invoice → Dr Debtor, Cr Revenue • Inventory Shipped → Dr COGS, Cr Inventory • Supplier Invoice → Dr GINR, Cr Payables • Goods Received → Dr Inventory, Cr GINR ▶ Confirm integration settings in Cin7 (Home > Integrations > Xero) ▶ Review product-level mapping exceptions; flag if needed. 	
02	Lock dates done right <ul style="list-style-type: none"> ▶ Run "Pending POs Report" in Cin7 → identify oldest unbilled PO ▶ Set lock dates in both Cin7 & Xero to match this PO date ▶ Ensure no open adjustments from year-end would be overwritten 	
03	Anchor your reconciliation <ul style="list-style-type: none"> ▶ Begin from last known good point (usually previous FY end) ▶ Consider full inventory cycle (esp. importers with 3–6 month lead times) 	
04	Clean sync pass <ul style="list-style-type: none"> ▶ Run initial Xero Sync in Cin7 (Integrations > Xero > Run Sync) ▶ Clear all sync errors: <ul style="list-style-type: none"> • Invalid account mappings • Lock date rejections ▶ Document "skipped" errors & their business justification ▶ Repeat until sync returns "No Failed Records" 	
05	Reconcile sales <ul style="list-style-type: none"> ▶ Use Xero's "Find & Recode" to flag non-system entries in revenue accounts ▶ Pull Cin7 Sales Invoice & Credit Notes report (1 month scope) ▶ Export Xero invoices → Compare using VLOOKUPs/Sheets ▶ Run Cin7's "Reconciliation with Xero" report for sales accounts ▶ Validate P&L revenue alignment (no journal overrides allowed!) 	

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06	Reconcile purchases <ul style="list-style-type: none"> ▶ Use “Find & Recode” in Xero for non-system entries in inventory accounts ▶ Cin7: “Purchase Invoices & Credit Notes” report ▶ Xero: “Payables Invoice Summary” or “Detail” report (filtered to inventory) ▶ Compare → flag mismatches → investigate missing/duplicate entries 	
07	Reconcile COGS <ul style="list-style-type: none"> ▶ Find manual journal entries in Xero COGS accounts ▶ Compare P&L COGS across Cin7 & Xero ▶ If needed: Cin7 “Financial Transactions” vs Xero “Account Transactions” ▶ Investigate stock adjustments, write-offs, and production order noise 	
08	Inventory value checks <ul style="list-style-type: none"> ▶ Run “Inventory Movement Summary” (Cin7) ▶ Run “Financial Transactions vs Stock on Hand Differences” ▶ In Xero: compare these to Inventory, GINR, GRNI on Balance Sheet ▶ Ensure open POs and expected stock explains any variance 	
09	Year-end adjustments (only if needed) <ul style="list-style-type: none"> ▶ Adjustments must be <2% of inventory value ▶ Require Team Lead sign-off ▶ Journal entry must be clearly documented & never touch Sales 	
10	Final sync & lockdown <ul style="list-style-type: none"> ▶ Final Xero Sync ▶ Re-run all P&L & Balance Sheet comparisons ▶ Save full reconciliation pack with notes and outcomes ▶ Lock financial periods in Cin7 and Xero 	

📞 Need help with setup or cleanup? [Book a Cin7 Xero Health Check](#)