

Xero Quick Reference Guide



Disclaimer

The information supplied in this booklet is intended as a guide only. Please be aware that Xero is continuously updating and improving the software so there may be changes in the future. If you have any questions please feel free to call our 24/7 Help Desk on 0800 883 718 or alternatively use the Xero Help function.

Contents

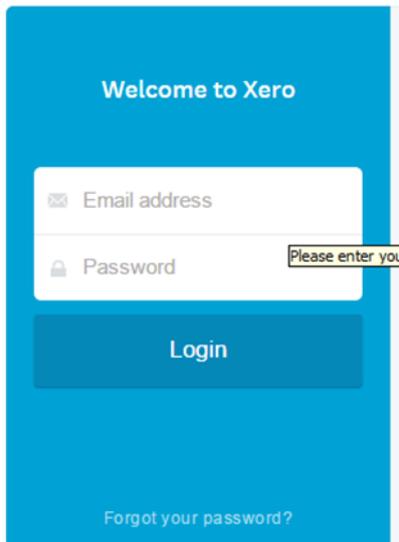
	Page
Introduction	2
Log In	2
Log Out	2
Help	3
Dashboard	4
Did you know? Tips & Tricks	5 – 6
Bank Reconciliation	7 - 10
Sales & Purchases	11
Reports	11
Preparing your GST Return	12 - 13

Introduction

Welcome to the world of Xero! We have put together this quick reference guide to help you familiarise yourself initially. But really Xero is very easy to use and if you need a little help you can always call the Campbell Tyson 24/7 help desk on 0800 883 718.

Log In

Go to www.xero.com, and select 'Login' from the top right-hand corner. Enter in your username (your email address) and password, and select 'Login'.

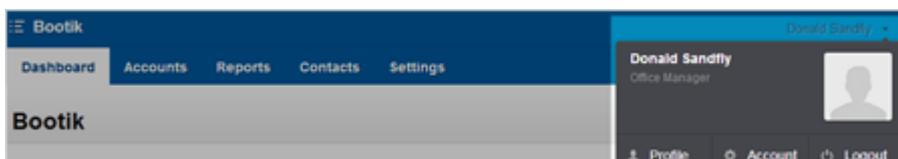


The image shows the Xero login page. It has a blue background with the text 'Welcome to Xero' at the top. Below this is a white form with two input fields: 'Email address' and 'Password'. The 'Password' field has a small tooltip that says 'Please enter your password'. Below the form is a blue 'Login' button. At the bottom of the page, there is a link that says 'Forgot your password?'.

Note: We highly recommend that you log in to Xero using Google Chrome – we have found this web browser to provide the best speed.

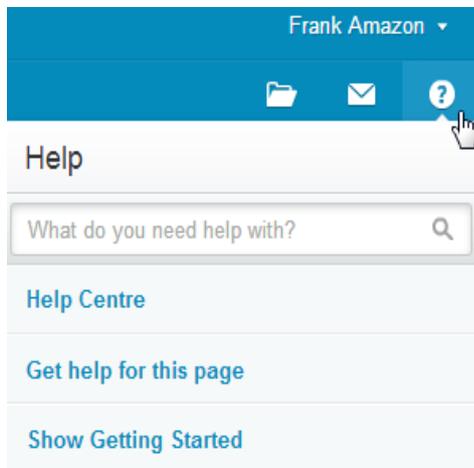
Log Out

Click your name at the top right of the screen to display the menu allowing you to access the logout button.



Help!

Xero has a fantastic built in help function. To access the help menu click the question mark icon on the top right hand side of every page in Xero.



There are 3 ways you can get answers from within the Xero Help menu:

1. Use the help search box:
You can enter a question or short phrase to try to find the answer to your question.
2. Go to the "Help Centre":
You can scroll through the index to select the content by "topic".
3. Use "Get help for this page":
This will provide you with the help centre page that is most relevant to the screen you are in.

If you still can't find what you're looking for, you can send a message directly to the Xero support team OR alternatively call the Campbell Tyson 24/7 Help Desk



Dashboard

The Dashboard is your “home screen” which displays a graphical snap shot of the financial position of your business.

The screenshot shows the Xero dashboard for 'Rubberband Ltd'. The interface includes a top navigation bar with 'Dashboard', 'Accounts', 'Reports', 'Adviser', 'Contacts', and 'Settings'. Below this, there are several key sections:

- Bank Accounts:** Displays 'Rubberband Ltd' with a statement balance of 134.70 and a balance in Xero of 3,463.54. A line graph shows the daily running balance for the last week, with a callout pointing to the value of 3,463.54 on Jan 18.
- Account Watchlist:** A table listing accounts with columns for 'Account', 'Jan-11', and 'YTD'. Callouts explain that this is a list of tasks and options for managing the bank account.
- Money Coming In:** Shows draft and overdue invoices totaling 2,298.34 and 3,985.75 respectively. A bar chart shows the amount owed over time, with a callout explaining that clicking on a graph item drills down into invoices.
- Money Going Out:** Shows draft and overdue payable invoices totaling 456.00 and 1,871.40. A bar chart shows the amount owed over time.
- Expense Claims:** Provides direct access to current expense claims and those to be authorised.

Other callouts include: 'Organisation you are currently logged in to', 'The main landing page for each organisation you have in Xero acts as a 'dashboard' to provide a snapshot of the organisation's financial position', 'Menu bar displays on every page & drops down related sections', 'Use My Xero to view all the organisations you have access to & manage your Xero billing plan', and 'Access Help Centre for screen help or general help, turn 'tips' on/off and send Xero support requests.'

Did you know?

The below are a few “tips and tricks” that we find useful:

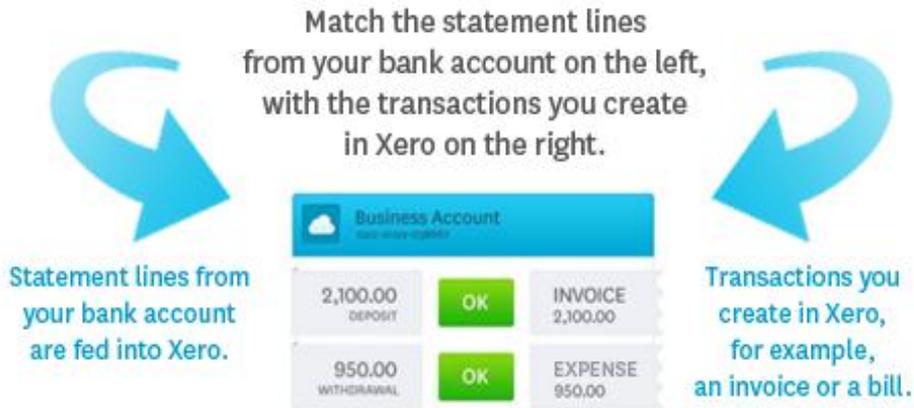
Xero desktop shortcut	To add a shortcut to the Xero login page to your desktop, go to the Xero login page in your browser and drag the small round Xero icon in the URL or web address bar at the top of the browser out onto your desk top.																		
Xero Phone/Tablet App	There is an “app” that you can download from the Apple Store or Google Play which allows you to manage your business “on the move”.																		
View multiple tabs or pages	You can have several “tabs” or “pages” open in Xero at one time. There are four main ways to open a new tab: <ol style="list-style-type: none"> 1. Hold down the ‘middle’ mouse button 2. Right-click on a link and select ‘open a new tab’ 3. Ctrl + T 4. Hold down Ctrl + left click on the link. 																		
Closed a tab in error?	Get a tab back when you closed out of it by accident by simply using Ctrl + Shift + T.																		
Inbuilt calculator	In transactions such as invoices, you can enter a basic arithmetic calculation into some of the fields. Xero calculates the result when you press Enter or Tab. <p>Basic arithmetic functions Xero supports</p> <table border="1"> <thead> <tr> <th>Function</th> <th>Key</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>Add</td> <td>+</td> <td>495.12+56.89</td> </tr> <tr> <td>Subtract</td> <td>-</td> <td>112.33-16</td> </tr> <tr> <td>Multiply</td> <td>*</td> <td>49.95*1.15</td> </tr> <tr> <td>Divide</td> <td>/</td> <td>560/.33</td> </tr> <tr> <td>Group</td> <td>()</td> <td>(25.95*.75)+10</td> </tr> </tbody> </table>	Function	Key	Example	Add	+	495.12+56.89	Subtract	-	112.33-16	Multiply	*	49.95*1.15	Divide	/	560/.33	Group	()	(25.95*.75)+10
Function	Key	Example																	
Add	+	495.12+56.89																	
Subtract	-	112.33-16																	
Multiply	*	49.95*1.15																	
Divide	/	560/.33																	
Group	()	(25.95*.75)+10																	
Use payment references	To make the reference of payments easier (particularly for matching multiple transactions in a bank reconciliation), enter the cheque or transaction number in the payment Reference field.																		
Repeating invoices	Xero enables you to set up repeating invoices (sales invoices or bills) that you receive on a regular basis.																		
Quotes	Xero has the ability to prepare quotes. Same process as adding an invoice but you can save the quote and then convert to an invoice when accepted.																		

Tracking categories	You can use “tracking categories” to report on different parts of your business i.e. salespeople, regions, products/services.												
Budgets	You are able to enter budgets into Xero. Then you can report actual results against budget so you can track your progress throughout the year.												
Upload files	<p>You can upload invoices, bills, expense receipts, copies of contracts etc to Xero (AND to a particular transaction or contact). Then you can throw away the paper and always have a copy which is easily accessible. Just select the folders function from the “My Xero menu”.</p> 												
Favourite reports	You can select any report to appear on your favourites menu by clicking on the star to the left of the report name. These favourite reports show up when you click on the main reports header from any screen.												
Watch List	<p>You can add income or expenses that you want to “keep an eye on” to your watch list which will appear on your dashboard.</p> <p>Account watchlist</p> <table border="1"> <thead> <tr> <th>Account</th> <th>This month</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Advertising (400)</td> <td>2,173.91</td> <td>9,090.21</td> </tr> <tr> <td>Entertainment (420)</td> <td>0.00</td> <td>46.61</td> </tr> <tr> <td>Sales (200)</td> <td>7,280.04</td> <td>28,727.38</td> </tr> </tbody> </table>	Account	This month	YTD	Advertising (400)	2,173.91	9,090.21	Entertainment (420)	0.00	46.61	Sales (200)	7,280.04	28,727.38
Account	This month	YTD											
Advertising (400)	2,173.91	9,090.21											
Entertainment (420)	0.00	46.61											
Sales (200)	7,280.04	28,727.38											
Foreign Currency	Xero has the ability to manage foreign currency bank accounts and transactions.												
Branding	You can apply your branding/logo to your invoices in Xero...												
Xero Add Ons	<p>Xero integrates with hundreds of add-on business applications so that you can tailor a software system that is right for your business.</p> <p>Add ons are available for job costing, inventory management, customer relationship management, payroll, debt collection etc.</p> <p>For more information visit www.xero.com/nz/add-ons/ or alternatively look at our website www.ct.co.nz/xero/xero-add-ons where we have a page dedicated to brief overviews of the add-ons our clients are using.</p>												

For more information on any of the above please call our 24/7 help desk on 0800 883 718.

Bank Reconciliation

The bank reconciliation is where you match bank statement lines from your bank account with transactions you create in Xero. Xero automatically matches transactions in Xero with statement lines where it can.



Alternatively, to reconcile your statement lines, you can create Spend or Receive Money transactions on the spot or find and match transactions you've already entered into Xero.

Dashboard
Accounts
Reports
Adviser
Contacts
Settings

Bank Accounts >

Business Bank Account 12-0102-0345678-000

18,214.67

Statement Balance

11,659.57

Balance in Xero

19 Feb 2015

Reconciliation Report

Manage Account ▾

What's this? ⓘ

Reconcile (28)
Cash Coding
Bank statements
Account transactions

What's this? ⓘ

Review your bank statement lines...

	Spent ▾	Received ▾
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> </div> <div> <p>10 Feb 2015</p> <p>Ridgeway University</p> <p>INV-0035</p> <p style="font-size: x-small; color: #0070c0;">More</p> </div> </div>	6,187.50	<div style="display: flex; justify-content: flex-end; align-items: center; font-size: x-small;"> Create rule OK </div>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> </div> <div> <p>10 Feb 2015</p> <p>Truxton Property Management</p> <p>Rent</p> <p style="font-size: x-small; color: #0070c0;">More</p> </div> </div>	1,181.25	<div style="display: flex; justify-content: flex-end; align-items: center; font-size: x-small;"> Create rule OK </div>

...then match with your transactions in Xero

	Spent ▾	Received ▾
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> </div> <div> <p>08 Feb 2015</p> <p>Ridgeway University</p> <p>Ref: INV-0035</p> </div> </div>	6,187.50	<div style="display: flex; justify-content: flex-end; align-items: center; font-size: x-small;"> Match Create Transfer Discuss Find & Match </div>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> </div> <div> <p>10 Feb 2015</p> <p>Payment: Truxton Property Management</p> </div> </div>	1,181.25	<div style="display: flex; justify-content: flex-end; align-items: center; font-size: x-small;"> Match Create Transfer Discuss Find & Match </div>

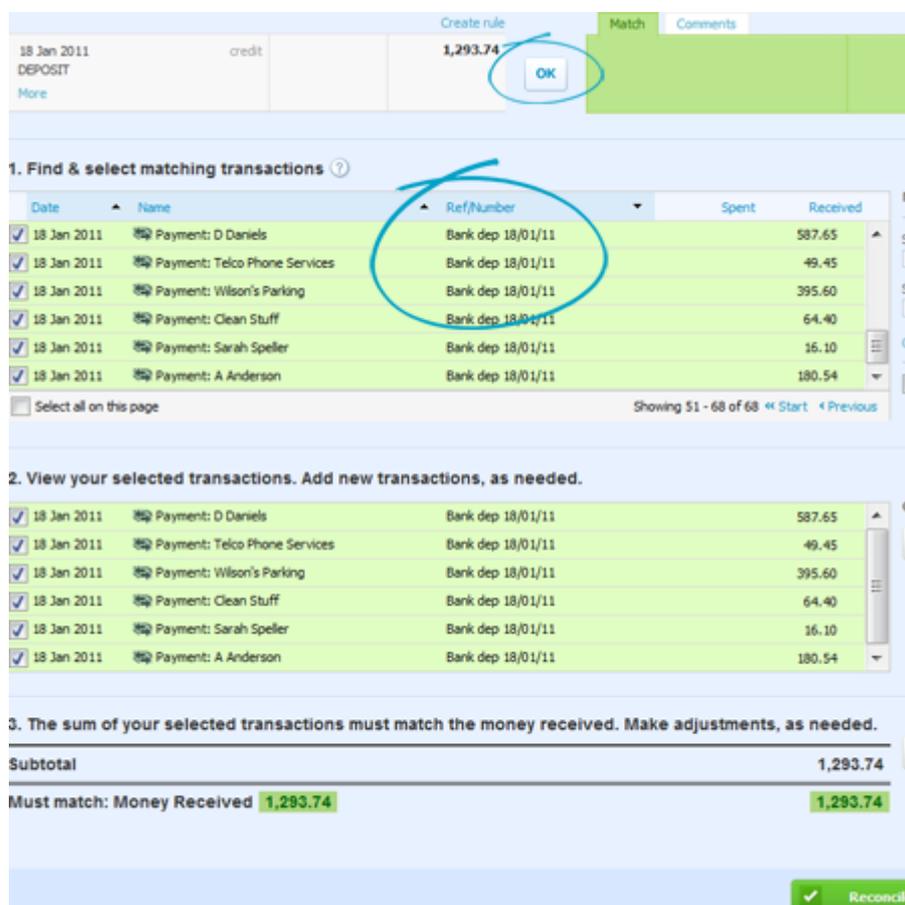
Match

When Xero makes a match it'll show as a matching transaction under the Match tab in green. If the match is correct simply select OK.



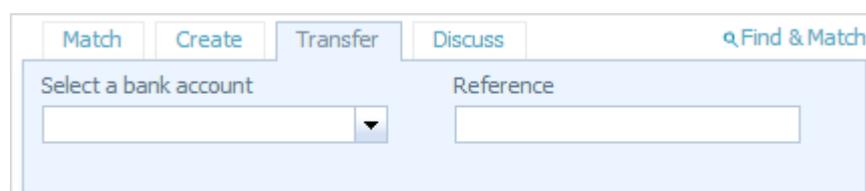
Find & Match

Use the **Find & Match** link to search and find transactions you've entered into Xero that are awaiting payment and available to reconcile. Also, to manually find multiple bills or invoices to match multiple statement lines while you're reconciling. Xero won't identify these matches without your intervention.



Transfer

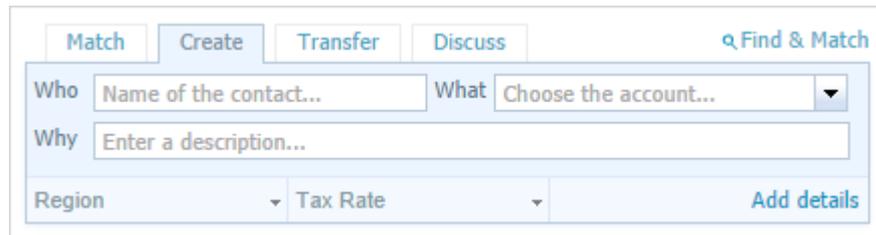
The transfer option allows you to enter transfers between the bank accounts in Xero.



Create

If Xero can't find a match, it will suggest a best guess transaction ready for you to create, based on a previously reconciled spend or receive money transaction with similar details. The suggestion won't always be right, and it's easy to change it if it's not. If Xero's suggestion is right, and you don't need to change any details, select **OK** to accept the suggestion and reconcile it.

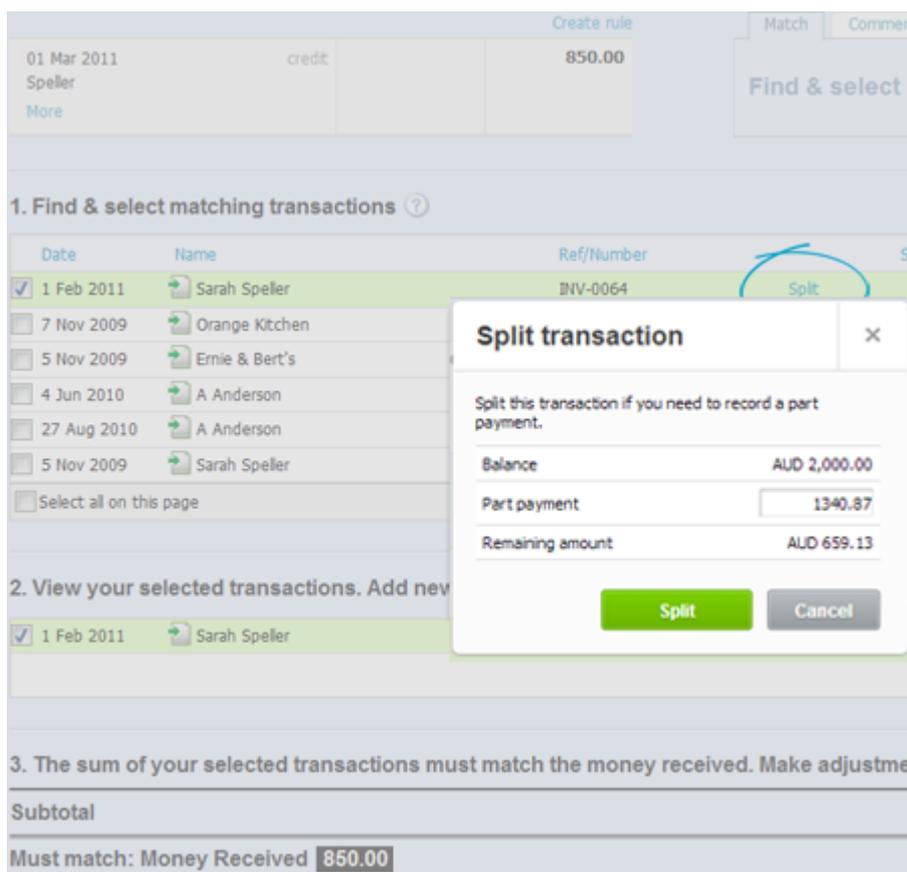
If Xero can't find a match or it doesn't create a suggestion, it will leave the statement line unmatched ready for you to create or find a transaction to match to.



The screenshot shows the 'Create' tab in the Xero interface. It features a header with buttons for 'Match', 'Create', 'Transfer', and 'Discuss', along with a 'Find & Match' search icon. Below the header are input fields for 'Who' (Name of the contact...), 'What' (Choose the account...), and 'Why' (Enter a description...). At the bottom, there are dropdown menus for 'Region' and 'Tax Rate', and an 'Add details' button.

Part Payments

If your statement line is a part payment of an invoice or bill, split it to apply the part payment during reconciliation. Use the **Split** link that appears next to one of the transactions to split it and record a part payment. Enter your part payment amount and click the **Split** button.



The screenshot shows the 'Split transaction' dialog box in the Xero interface. The dialog box is titled 'Split transaction' and contains the following information:

- Balance: AUD 2,000.00
- Part payment: 1340.87
- Remaining amount: AUD 659.13

There are 'Split' and 'Cancel' buttons at the bottom of the dialog box. The background shows a list of transactions with a 'Split' link next to the selected transaction.

Date	Name	Ref/Number
1 Feb 2011	Sarah Speller	BNV-0064
7 Nov 2009	Orange Kitchen	
5 Nov 2009	Ernie & Bert's	
4 Jun 2010	A Anderson	
27 Aug 2010	A Anderson	
5 Nov 2009	Sarah Speller	

Subtotal
Must match: Money Received **850.00**

Discuss

Add comments to your bank statement lines to make sure your accountant or bookkeeper codes your transactions correctly. Or if you just want to make yourself a note...

Bank Rules

Bank rules are useful when you have regular payments to the same place or you need to split transactions between multiple account codes (i.e. all BP is fuel but is split say 80/20 between vehicle expenses and drawings).

Use the create rule link from above the bank statement line to create you rule. This will take you to the create rule screen.

Review your bank statement lines...

	Spent ▾	Received ▾
<input type="checkbox"/> 28 Nov 2010 Farmers More	debit	13.99



Bank Rules >

Create Rule

Spend Money Rule

1. When money spent on the bank statement matches **All** of the following conditions...

Set condition...

2. Set the contact...

The contact will be

3. Automatically allocate fixed value line items...

No fixed value line items

4. With the remainder, allocate items in the following ratios...

Description	Account	Tax Rate	Region	Department	Percentage
					100.00%
TOTAL					100.00%

5. Set the reference...

The reference will be set

6. Target a bank account...

Run this rule on

7. Give the rule a title...

Sales and Purchases

Sales

To enter a sales invoice select “Sales” from the “Accounts” Menu. Select “New” and then follow the prompts. Alternatively you can select “New Sales Invoice” from the Dashboard.

Once the invoice is approved you can either print and post or email it to the customer. Also, the “Send Statements” function allows you to either email or print selected customers statements.

Purchases

To enter a bill select “Purchases” from the “Accounts” Menu. Select “New” and then follow the prompts. Alternatively you can select “New Bill” from the Dashboard.

Credit Notes

To raise a credit note, simply find the invoice (sale or purchase) that you want to credit and then select “Invoice Options” or “Bill Options” and “Add Credit Note” again following the prompts.

Reports

The all reports option brings up a list of all available reports in Xero. You can generate and view reports yourself at any time for any point in time.

All Reports

Summary | Draft (0) | Published (0) | Archived (0)

Performance Reports

Show how your business is performing based on revenue and expenses.

- Budget Summary
- Budget Variance
- Executive Summary
- Expenses by Contact
- GST Return
- Income by Contact
- Inventory Items Summary
- Profit and Loss
- Sales By Item

Cash Reports

Show how your cash levels are changing.

- Bank Reconciliation Summary
- Bank Summary
- Cash Summary

Foreign Currency Reports

Show how currency fluctuations have affected your foreign currency transactions.

Position Reports

Show how your business is positioned based on assets, liabilities and equity.

- Aged Payables
- Aged Receivables
- Balance Sheet
- Depreciation Schedule
- Fixed Asset Reconciliation
- Movements in Equity

Detail Reports

Show details of the transactions in your accounts.

- Account Summary
- Account Transactions
- Customer Invoice Report
- Detailed Account Transactions
- General Ledger
- GST Reconciliation
- Journal Report
- Supplier Invoice Report
- Tracking Summary
- Trial Balance

To run a report simply click on the report name and select your reporting preferences (date range etc). You can export any report to pdf or excel. And you are able to save any reports you run as “draft” or “published” for future reference.

Preparing your GST Return

1. Select Reports > GST Return.
2. Select the GST return you'd like to finalise.

Due Now (2)	Final Returns (0)
2 Returns Due Now	
GST Return	Due Date
 DRAFT 1 Jun 2013 - 31 Jul 2013	Due by 28 Aug 2013 12 days left
 DRAFT 1 Aug 2013 - 30 Sep 2013	Due by 28 Oct 2013 72 days left

3. Review the GST audit report to check that the GST has calculated correctly on all of the transactions throughout the period. Amend as necessary.

GST Return	Provisional Return	GST Audit Report
DRAFT		Due in 12 days
GST Return		69.59
Green NZ Ltd		GST refund
For the period 1 June 2013 to 31 July 2013		
<input type="text" value="Add a summary"/>		
Return Details		
Registration number	1	101-2-505

4. Save your GST return as final.

Save ▾	Cancel
Save Draft	
Save Final	

5. Publish the GST return.

Revert to Draft	Publish	Export ▾	Close
-----------------	---------	----------	-------

6. File the GST return with the Inland Revenue Department (IRD).

Xero does not electronically file your GST return with IRD. You need to either:

- a) Copy the information on the Xero GST return report to a paper copy of the IRD's GST form; or
- b) Copy the information on the Xero GST return report to the IRD's online form.

CAMPBELL TYSON

CHARTERED ACCOUNTANTS

