

# 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

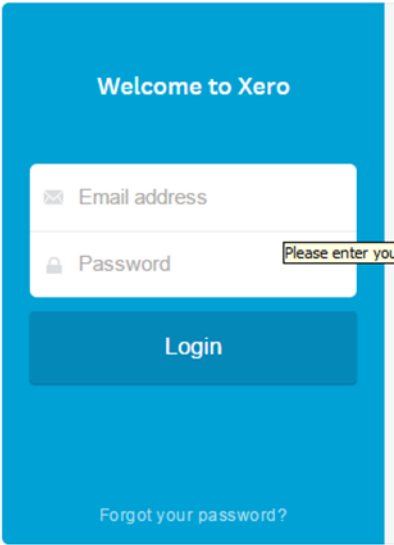
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# Introduction

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

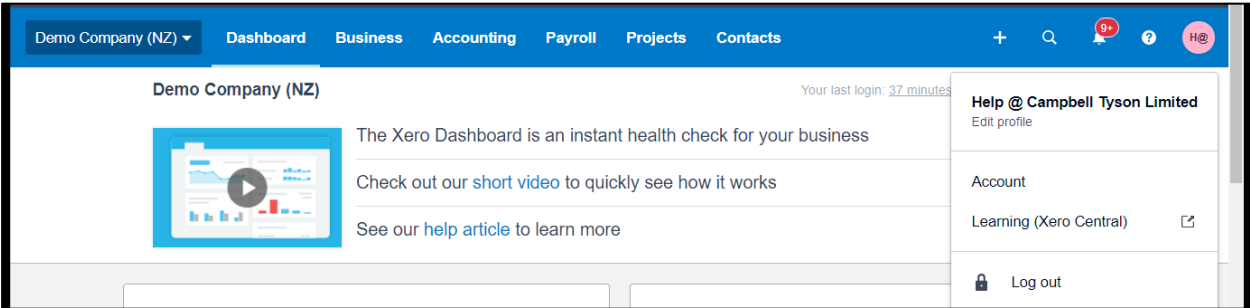
Go to [www.xero.com](http://www.xero.com), and select 'Login' from the top right-hand corner. Enter in your username (your email address) and password and select 'Login'.



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

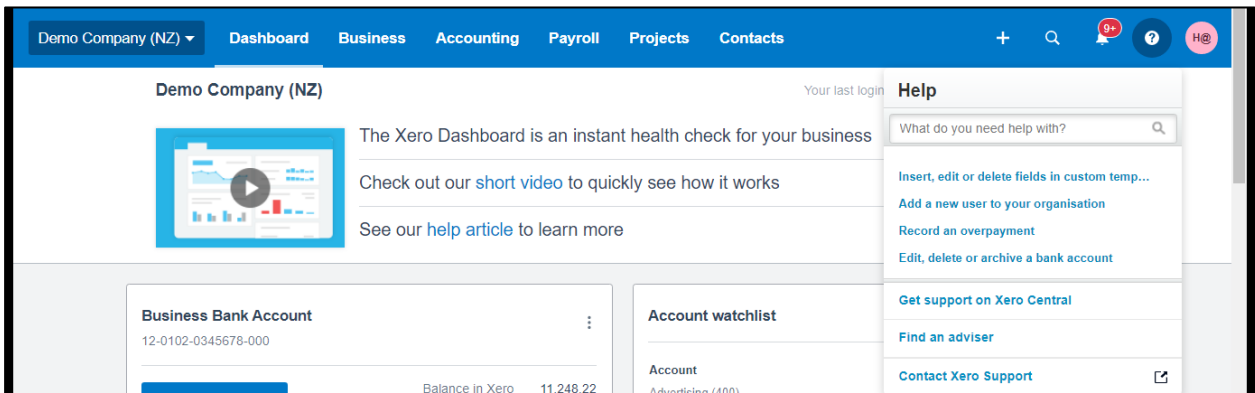
## Log Out

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. Get support on Xero Central:  
Enter a short phrase i.e. bank feeds or select one of "Popular topics" to find a Xero article.
3. Contact Xero Support:  
Enter a question or short phrase in the field "what do you need help with?".

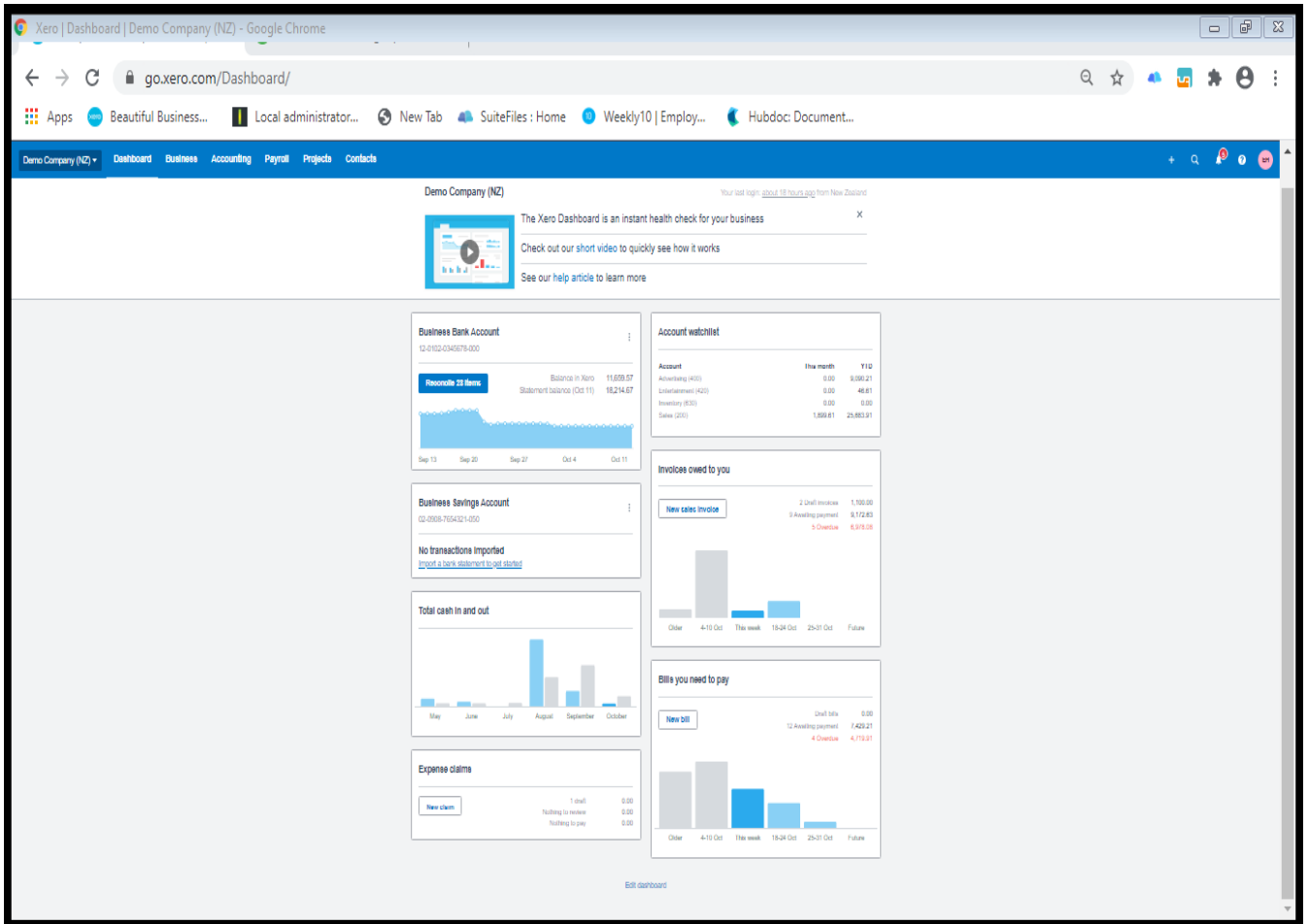
If you still can't find what you're looking for, you can send a message directly to the Xero support team OR alternatively call the Campbell Tyson 24/7 Help Desk



**CAMPBELL TYSON** 24 hour help desk **0800 883 718**

# Dashboard

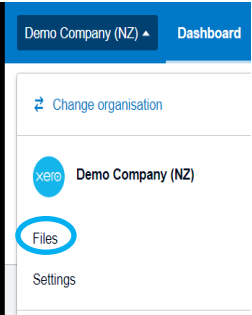
The Dashboard is your “home screen” which displays a graphical snapshot of the financial position of your business.



## Did you know?

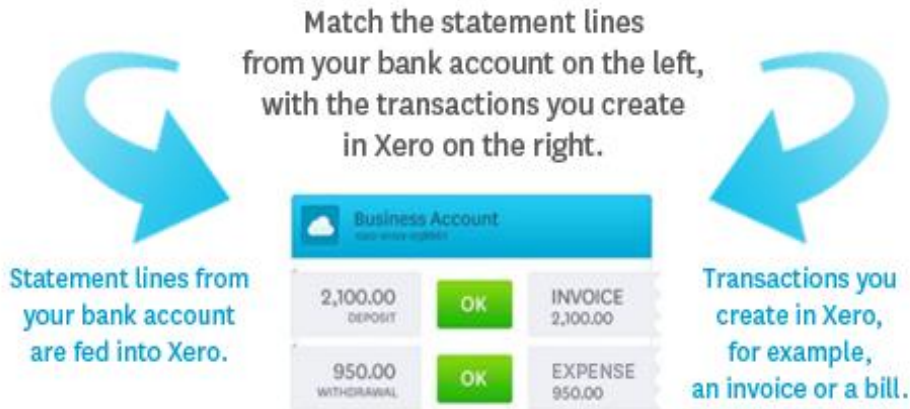
The below are a few “tips and tricks” that we find useful:

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 of Google Play which allows you to manage your business “on the move”.																		
View multiple tabs or pages	<p>You can have several “tabs” or “pages” open in Xero at one time. There are four main ways to open a new tab:</p> <ol style="list-style-type: none"> <li>1. Hold down the ‘middle’ mouse button</li> <li>2. Right-click on a link and select ‘open a new tab’</li> <li>3. Ctrl + T</li> <li>4. Hold down Ctrl + left click on the link.</li> </ol>																		
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	<p>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> <p><b>Basic arithmetic functions Xero supports</b></p> <table border="1" data-bbox="456 1182 1430 1608"> <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
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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 can 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 can 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 Files from the drop down box accessed by clicking on your Xero file name.</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 report’s 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><b>Account watchlist</b></p> <table border="1" data-bbox="459 1323 1321 1514"> <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
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Advertising (400)	2,173.91	9,090.21											
Entertainment (420)	0.00	46.61											
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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 <a href="http://www.xero.com/nz/add-ons/">www.xero.com/nz/add-ons/</a> or alternatively look at our website <a href="http://www.ct.co.nz/xero/xero-add-ons">www.ct.co.nz/xero/xero-add-ons</a> where we have a page dedicated to brief overviews of the add-ons our clients are using.</p>												

# 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 Business Accounting Payroll Projects Contacts

Bank Accounts > **Business Bank Account** 12-0102-0345678-000

**ASB** 18,214.67 Statement Balance | 11,248.22 Balance in Xero | 13 Sep 2020 Reconciliation Report | Manage Account

What's this? **Reconcile (28)** | Cash coding | Bank statements | Account transactions

What's this? Review your bank statement lines... | ...then match with your transactions in Xero

Review your bank statement lines...		...then match with your transactions in Xero	
Spent	Received	Spent	Received
4 Sep 2020 Truxton Property Management Rent More details	1,181.25	04 Sep 2020 Payment: Truxton Property Management	1,181.25
4 Sep 2020 Ridgeway University INV-0035 More details	6,187.50	02 Sep 2020 Ridgeway University Ref: INV-0035	6,187.50
5 Sep 2020 SMART Agency 0195 0210 More details	4,500.00		

Who: Name of the contact... | What: Choose the account... | Why: Enter a description... | Region: | Tax Rate: | Add details



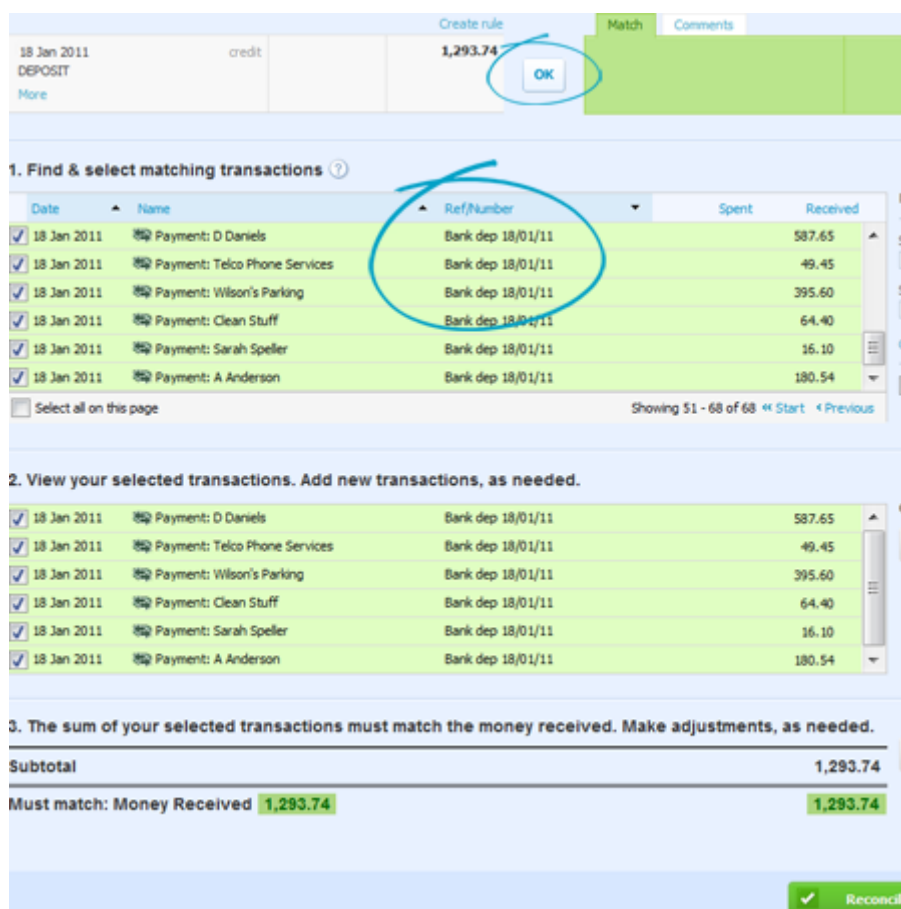
## Match

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



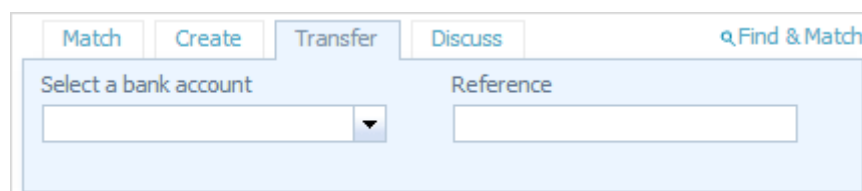
## Find & Match

Use the **Find & Match** link to search and find transactions you have 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 are reconciling. Xero will not identify these matches without your intervention.



## Transfer

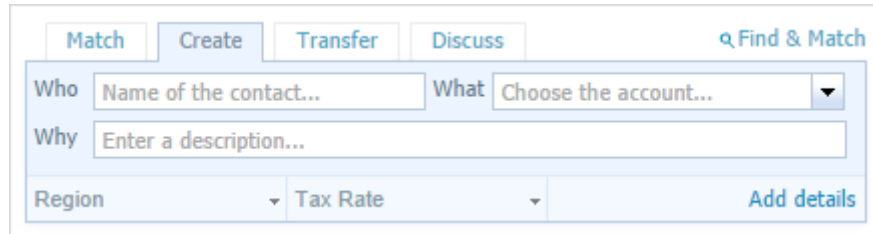
The transfer option allows you to enter transfers between the bank accounts in Xero.



## Create

If Xero cannot 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 will not always be right, and it's easy to change it if it's not. If Xero's suggestion is right, and you do not need to change any details, select **OK** to accept the suggestion and reconcile it.

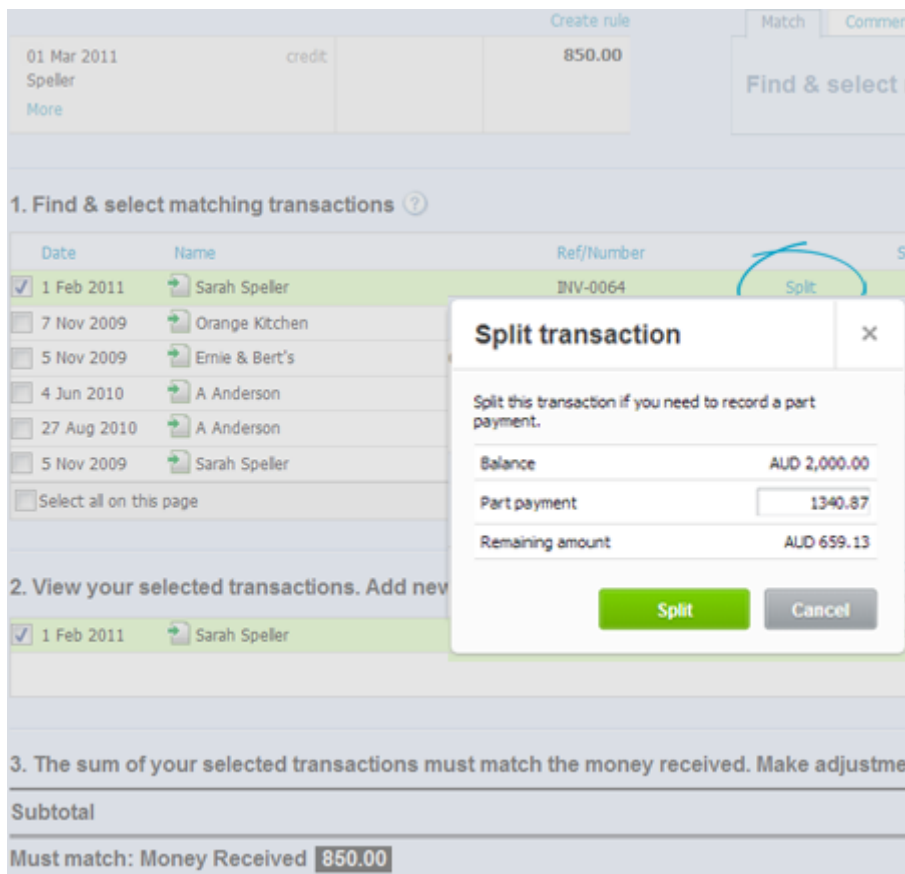
If Xero cannot find a match or it doesn't create a suggestion, it will leave the statement line unmatched ready for you to create or find a transaction to match to.



The screenshot shows the 'Create' tab of a transaction form. It includes fields for 'Who' (Name of the contact...), 'What' (Choose the account...), and 'Why' (Enter a description...). There are also dropdown menus for 'Region' and 'Tax Rate', and an 'Add details' button. Navigation buttons 'Match', 'Transfer', and 'Discuss' are visible, along with a 'Find & Match' search icon.

## 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 Xero interface with a 'Split transaction' dialog box open. The dialog box contains the following information:

Split transaction	
Split this transaction if you need to record a part payment.	
Balance	AUD 2,000.00
Part payment	1340.87
Remaining amount	AUD 659.13

The background shows a list of transactions with a 'Split' link circled in blue next to the first transaction (1 Feb 2011, Sarah Speller, 850.00). Below the list, a 'Subtotal' section shows '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 <a href="#">More</a>	debit	13.99



Bank Rules >

### Create Rule

**Spend Money Rule**

- When money spent on the bank statement matches **All** of the following conditions...  
Set condition...  
[Add a condition](#)
- Set the contact...  
The contact will be **Payee**
- Automatically allocate fixed value line items...  
No fixed value line items  
[Add a new line](#)
- With the remainder, allocate items in the following ratios...

Description	Account	Tax Rate	Region	Department	Percentage
					100.00%
<a href="#">Add a new line</a>					<b>TOTAL</b> 100.00%
- Set the reference...  
The reference will be set **from the Reference**
- Target a bank account...  
Run this rule on **all bank accounts**
- Give the rule a title...

## Sales and Purchases

### Sales

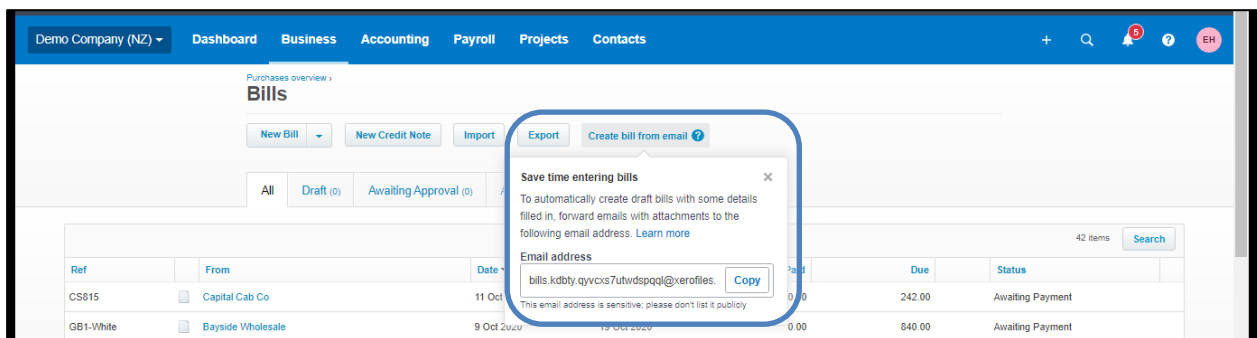
To enter a sales invoice, select “Invoices” from the “Business” Menu. Select “New Invoice” and then follow the prompts. Alternatively, you can select “New Sales Invoice” from the Dashboard.

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 “Bills to pay” from the “Business” Menu. Select “New Bill” and then follow the prompts. Alternatively, you can select “New Bill” from the Dashboard.

A quick way to add Bills to Xero is by using the unique email address by selecting **Create bill from email**

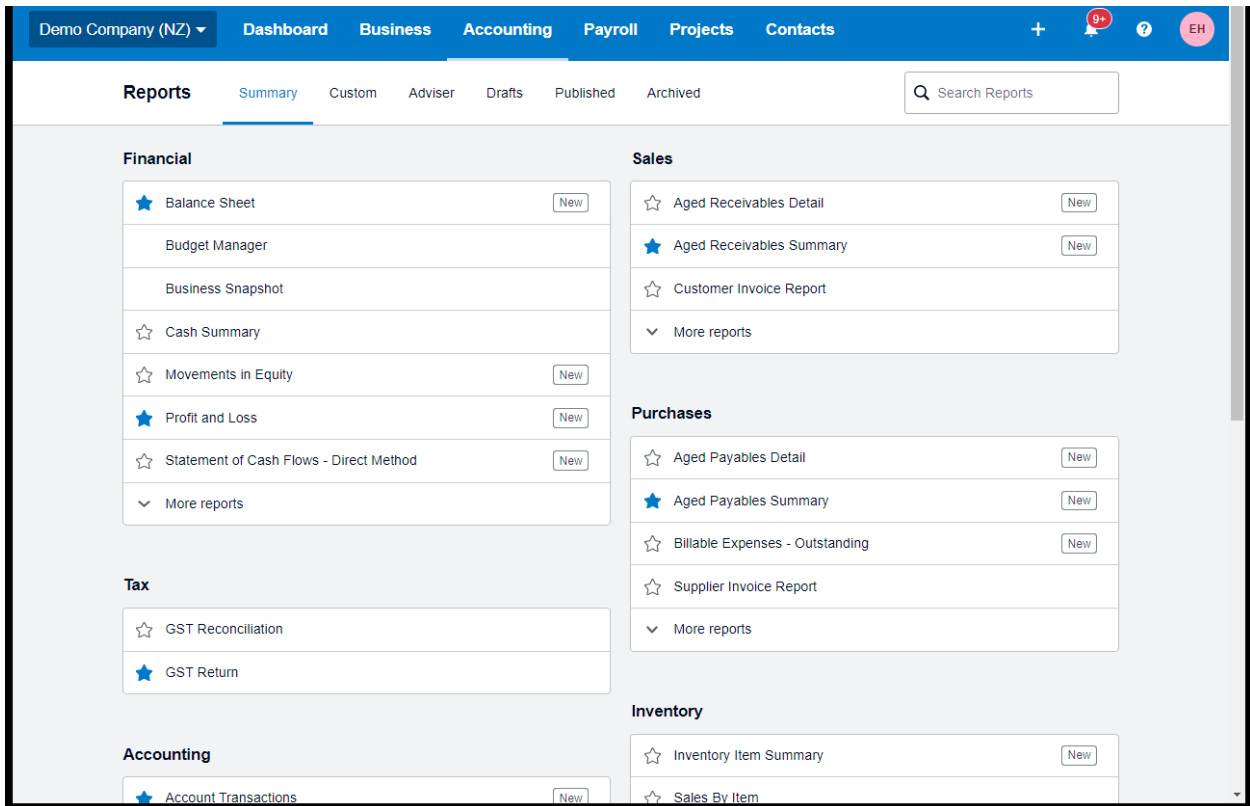


### Credit Notes

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

To find a Report select Reports from the “Accounting” Menu”. This will open to a list of all available reports in Xero. You can generate and view reports yourself at any time for any point in time.



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 can save any reports you run as “draft” or “published” for future reference.

## Preparing your GST Return

1. Select Accounting > GST Return.
2. Select the GST return you would like to finalise.

Due Now (2)	Final Returns (0)
<b>2 Returns Due Now</b>	
GST Return	Due Date
<b>DRAFT</b> 1 Jun 2013 - 31 Jul 2013	Due by 28 Aug 2013 12 days left
<b>DRAFT</b> 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 the transactions throughout the period. Amend, as necessary.

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

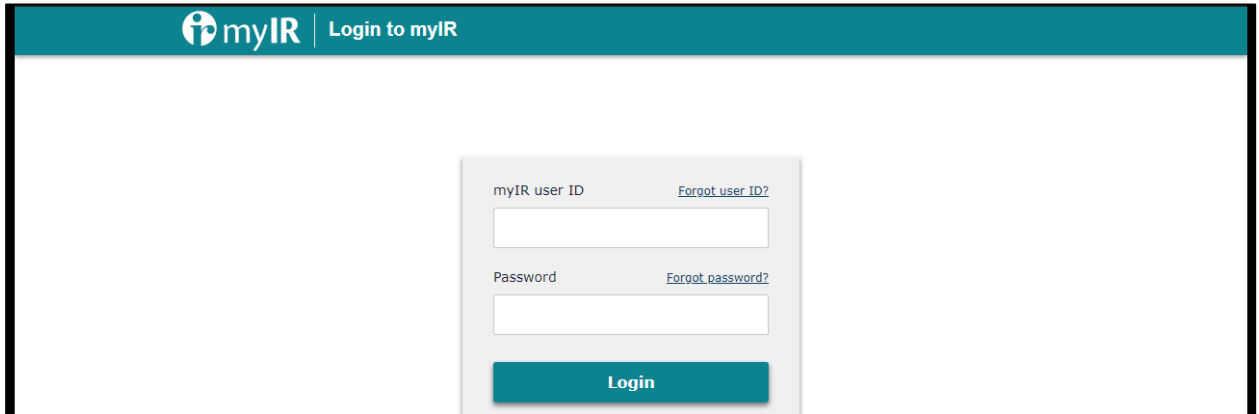
4. Save your GST return as final.

<b>Save</b> ▾	<b>Cancel</b>
Save Draft	
Save Final	

5. Select "File now with IRD".

The screenshot shows the Xero web interface for a GST Return. At the top, there is a navigation bar with 'Demo Company (NZ)' and tabs for 'Dashboard', 'Business', 'Accounting', 'Payroll', 'Projects', and 'Contacts'. Below this, the page title is 'Reports > GST Return' and 'GST Return'. There are three tabs: 'GST Return', 'Provisional Return', and 'GST Audit Report'. A blue box contains an information icon and the text: 'Ready to file Due by 28 September 2020. By clicking "File Now" you declare the return is correct, and acknowledge and agree to these GST Filing Terms & Conditions.' The 'File now with IRD' button is circled in blue.

Xero will take you to your Inland Revenue "Login to myIR". Enter your myIR user ID and Password.



Xero will electronically file your GST return with IRD.  
A message will appear “Successfully filed with Inland Revenue”.

