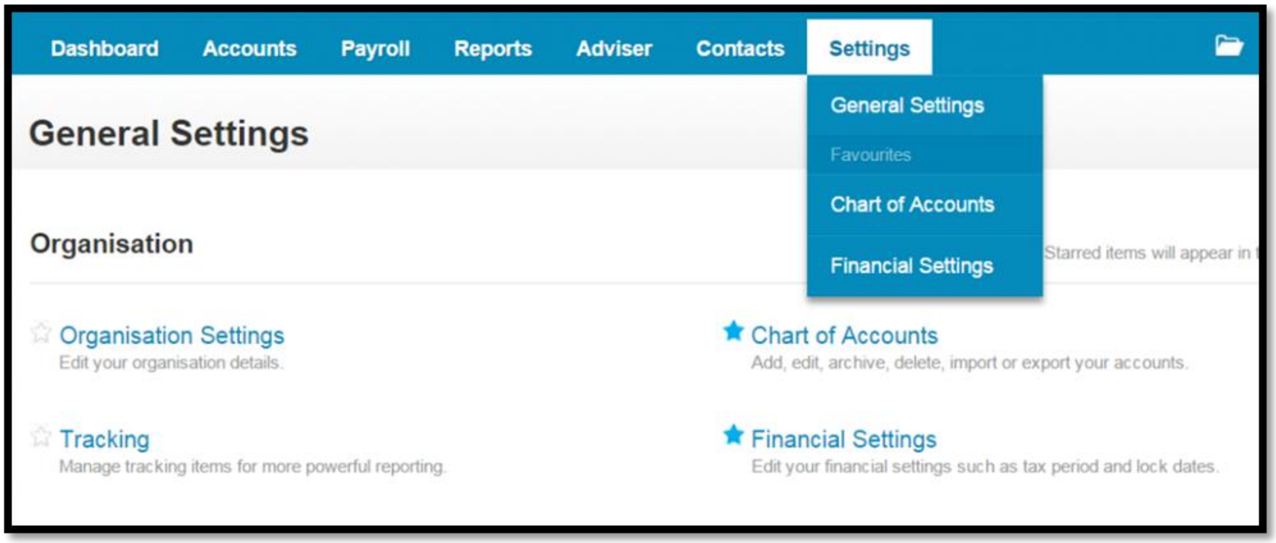
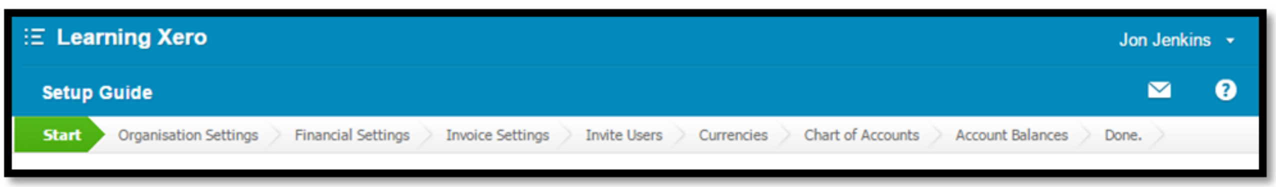
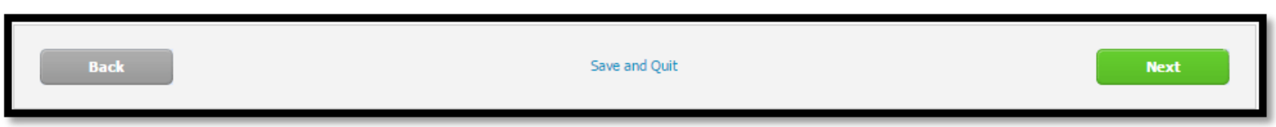
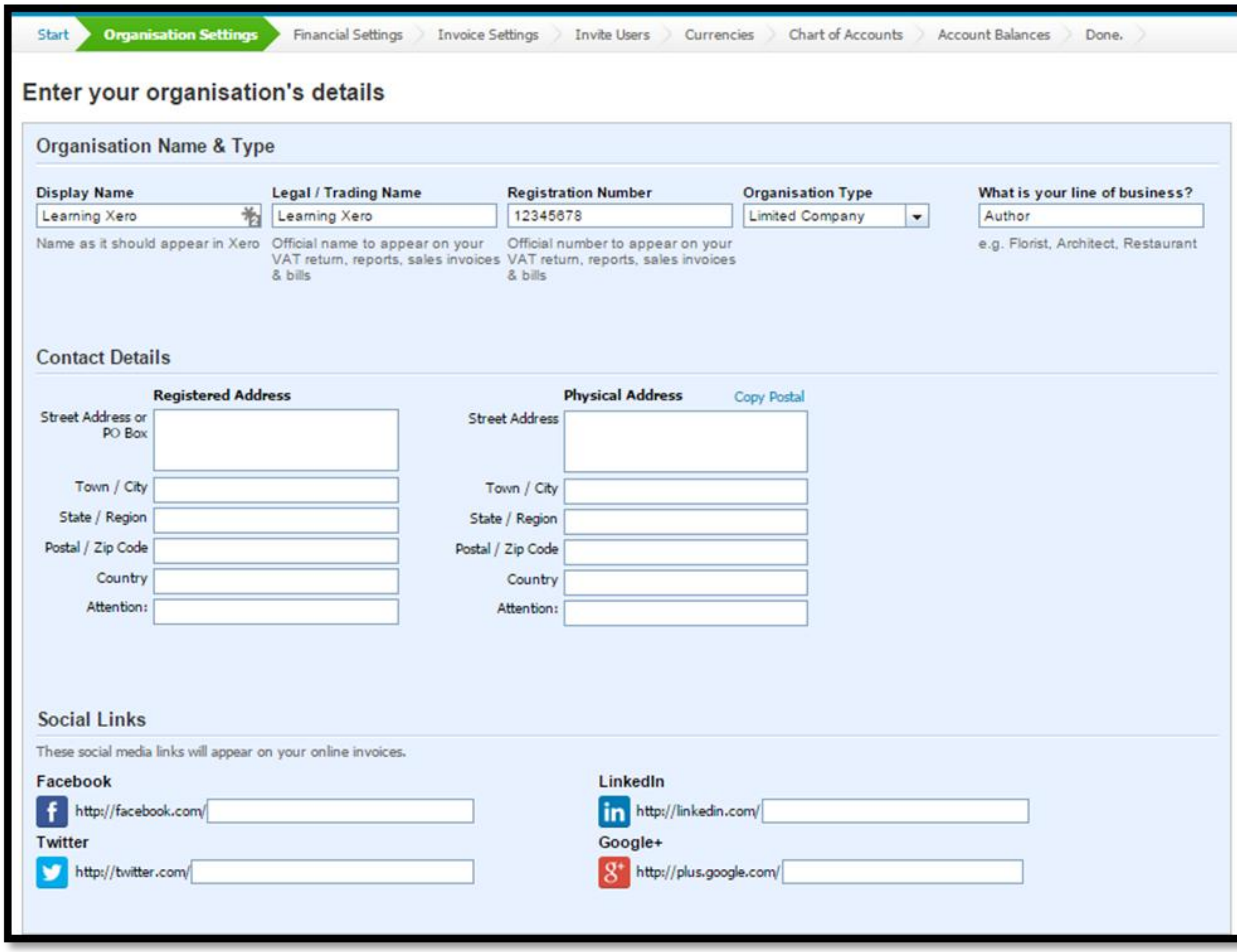
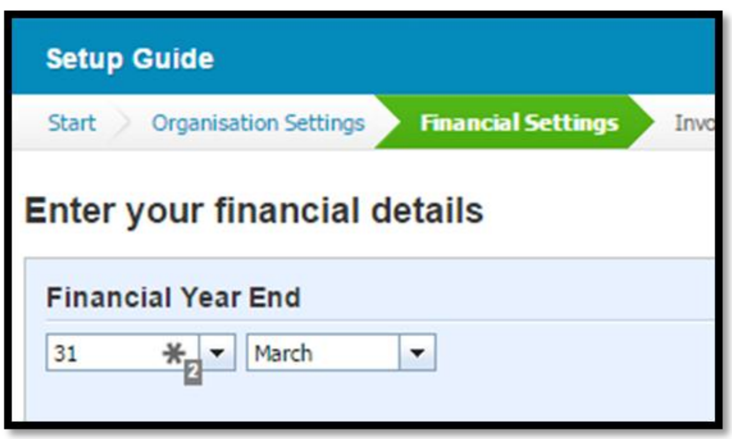
Chapter 1: Setting Up Xero for Success

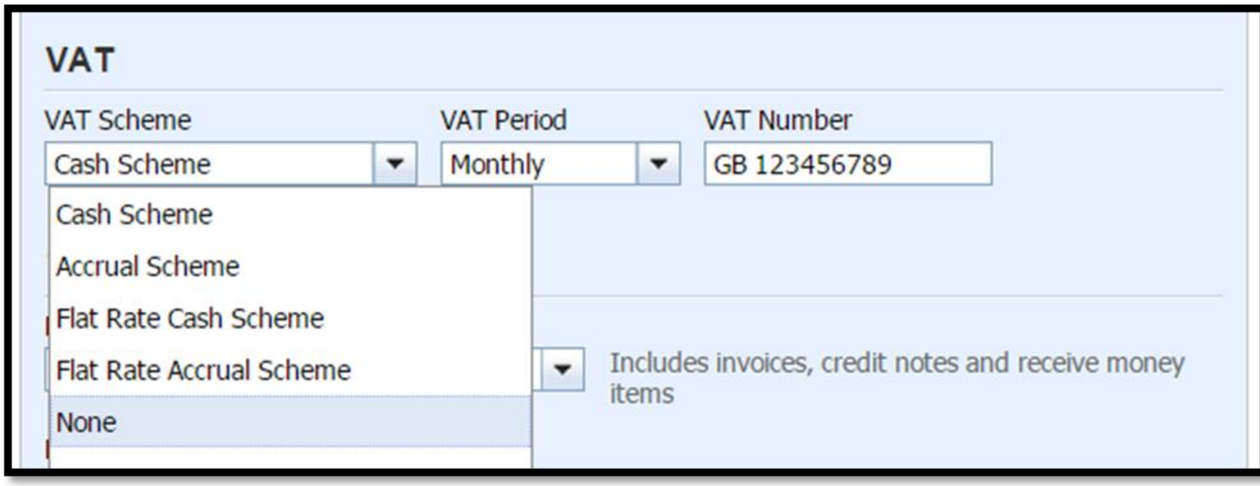


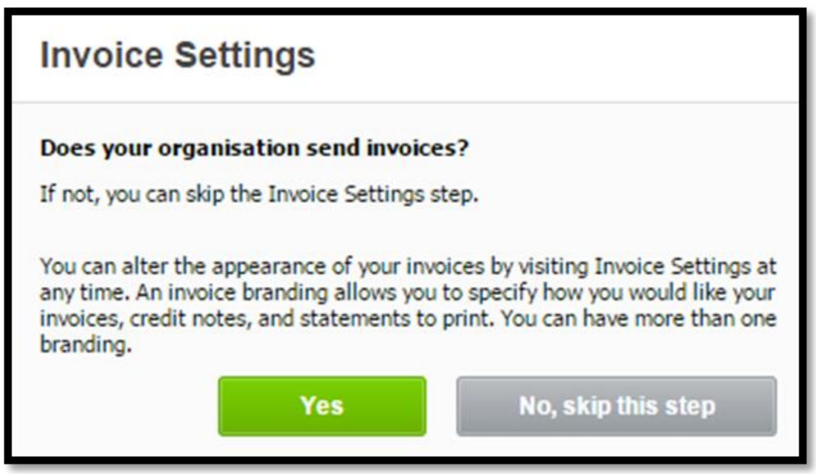


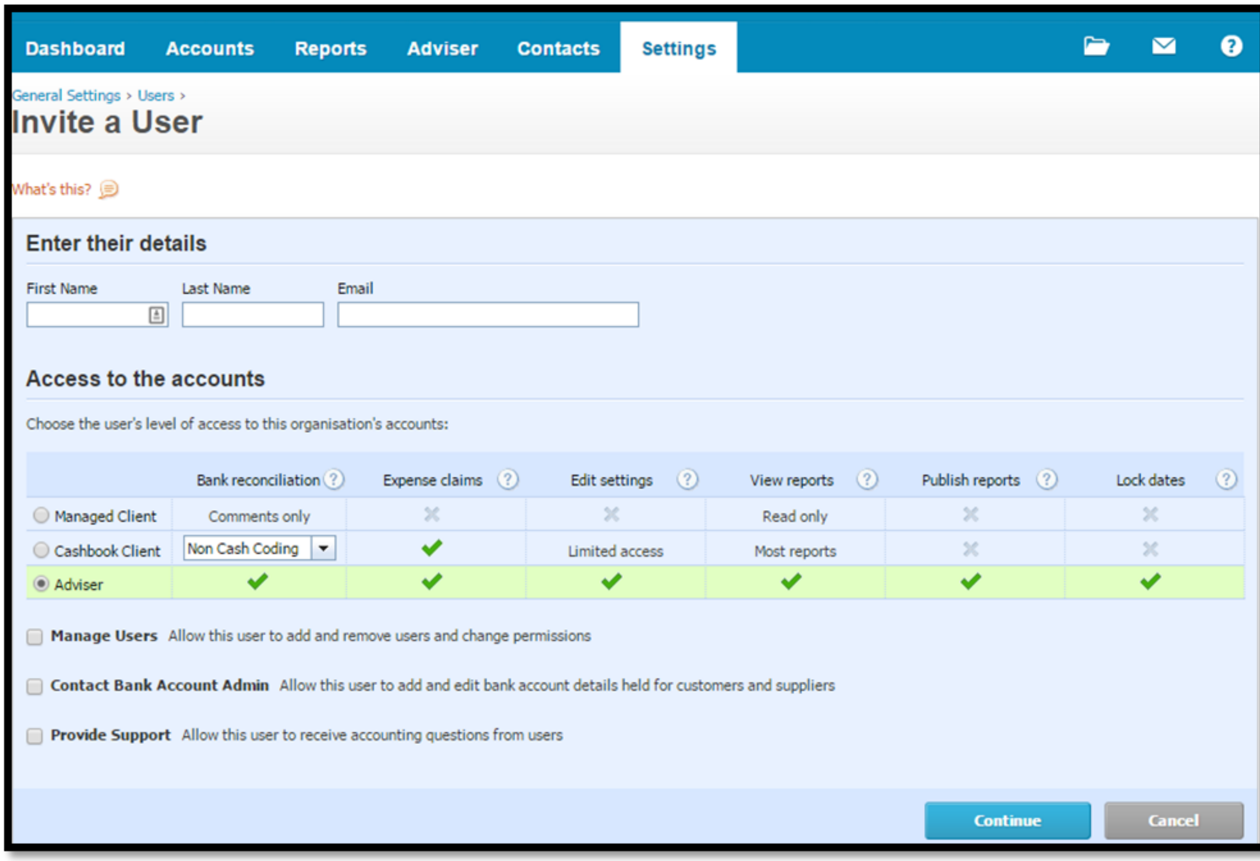


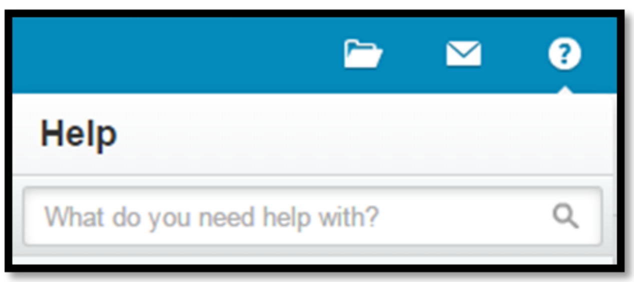

Start
Organisation Settings
Financial Settings
Invoice Settings
Invite Users
Currencies
Chart of Accounts
Account Balances
Done.
Enter your organisation's details
Organisation Name & Type
Display Name
Learning Xero
Name as it should appear in Xero
Legal / Trading Name
Learning Xero
Official name to appear on your VAT return, reports, sales invoices & bills
Registration Number
12345678
Official number to appear on your VAT return, reports, sales invoices & bills
Organisation Type
Limited Company
What is your line of business?
Author
e.g. Florist, Architect, Restaurant
Contact Details
Registered Address
Street Address or PO Box
Town / City
State / Region
Postal / Zip Code
Country
Attention:
Physical Address
Copy Postal
Street Address
Town / City
State / Region
Postal / Zip Code
Country
Attention:
Social Links
These social media links will appear on your online invoices.
Facebook
http://facebook.com/
LinkedIn
http://linkedin.com/
Twitter
http://twitter.com/
Google+
http://plus.google.com/

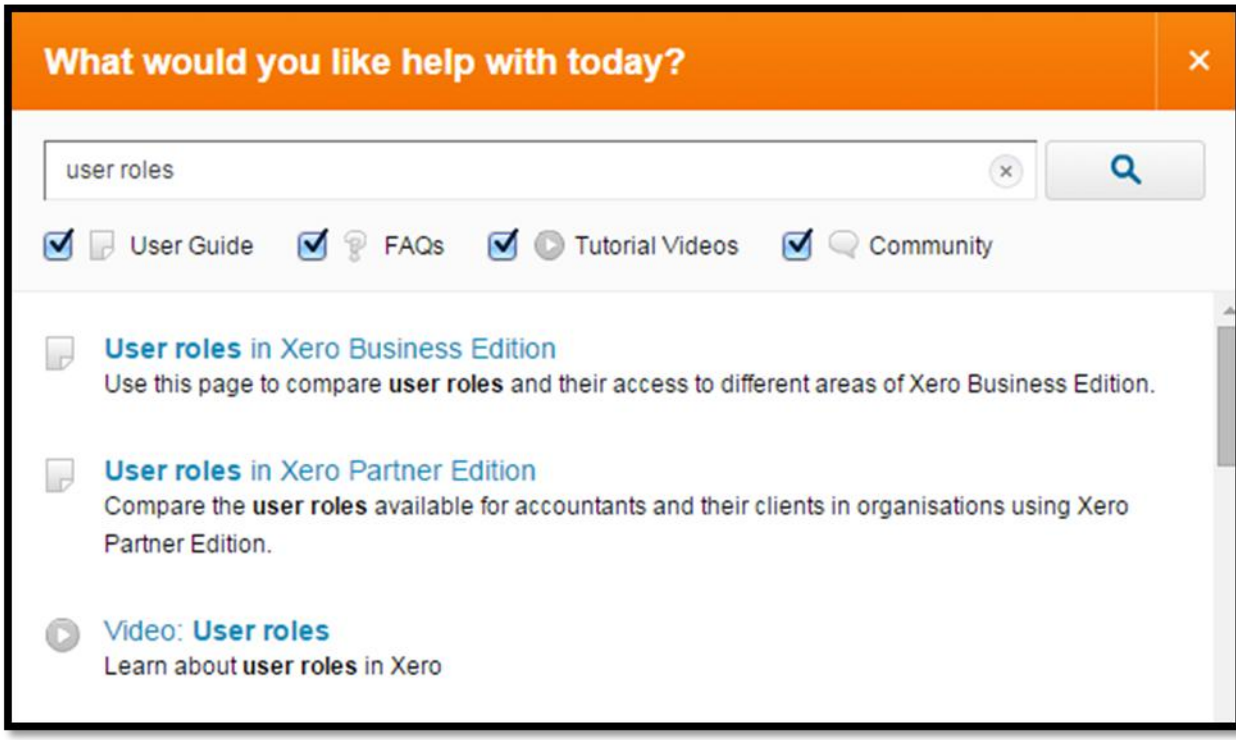

Setup Guide
Start
Organisation Settings
Financial Settings
Enter your financial details
Financial Year End
31
March

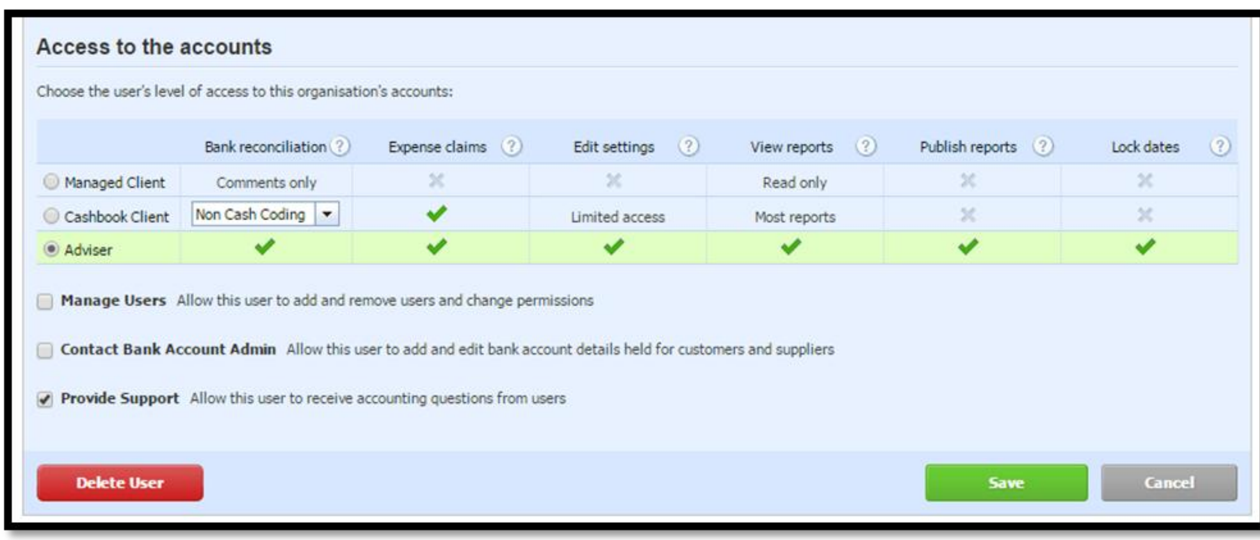

VAT
VAT Scheme
VAT Period
VAT Number
Cash Scheme
Monthly
GB 123456789
Cash Scheme
Accrual Scheme
Flat Rate Cash Scheme
Flat Rate Accrual Scheme
None
Includes invoices, credit notes and receive money items

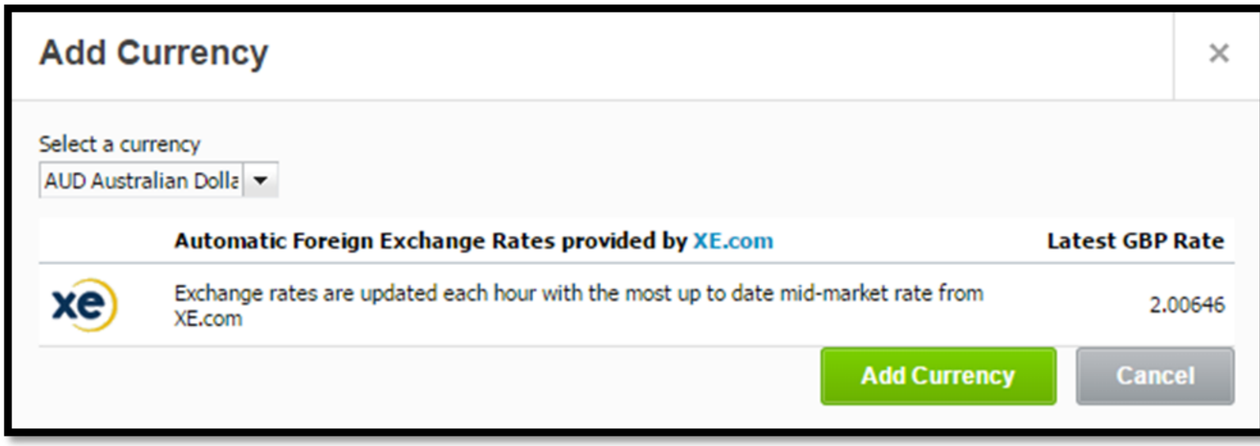

Invoice Settings
Does your organisation send invoices?
If not, you can skip the Invoice Settings step.
You can alter the appearance of your invoices by visiting Invoice Settings at any time. An invoice branding allows you to specify how you would like your invoices, credit notes, and statements to print. You can have more than one branding.
Yes
No, skip this step

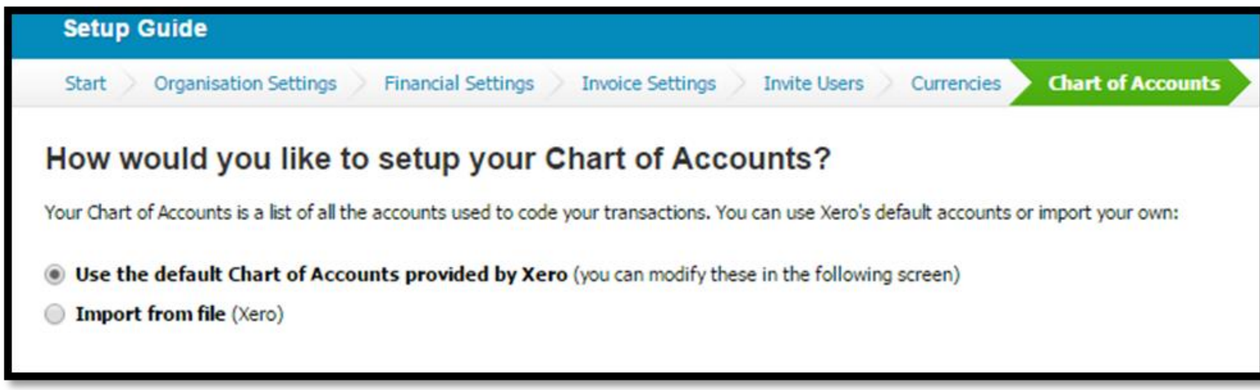

Dashboard
Accounts
Reports
Adviser
Contacts
Settings
General Settings › Users ›
Invite a User
What's this?
Enter their details
First Name
Last Name
Email
Access to the accounts
Choose the user's level of access to this organisation's accounts:
Bank reconciliation
Expense claims
Edit settings
View reports
Publish reports
Lock dates
Managed Client
Comments only
Read only
Cashbook Client
Non Cash Coding
Limited access
Most reports
Adviser
Manage Users Allow this user to add and remove users and change permissions
Contact Bank Account Admin Allow this user to add and edit bank account details held for customers and suppliers
Provide Support Allow this user to receive accounting questions from users
Continue
Cancel

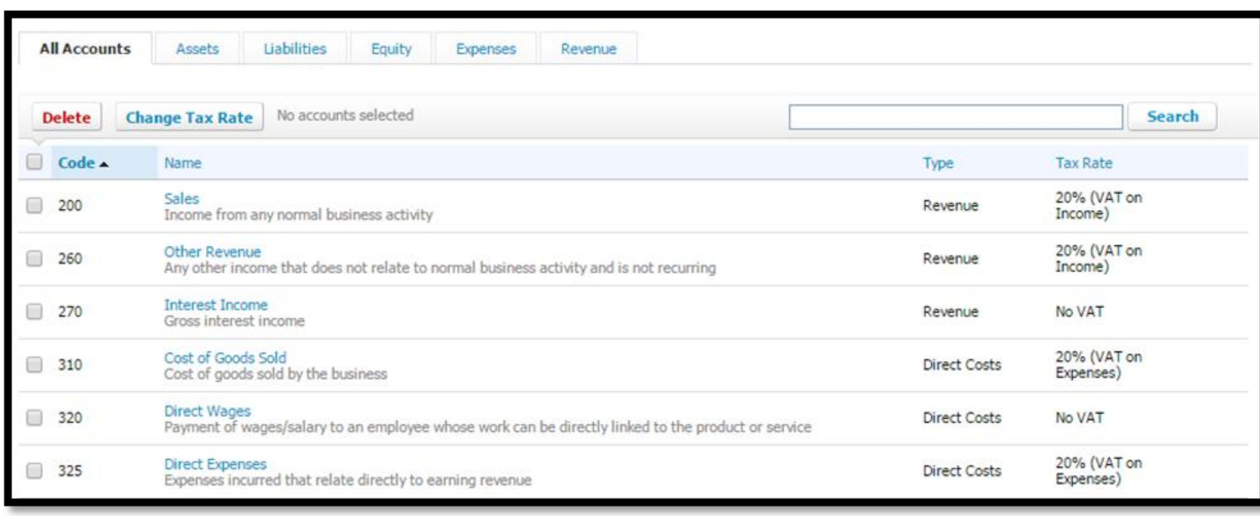

Help
What do you need help with?

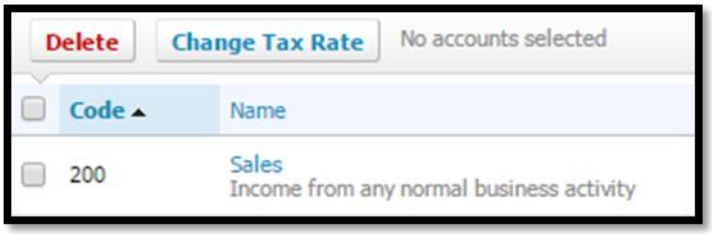

What would you like help with today?
user roles
User Guide
FAQs
Tutorial Videos
Community
User roles in Xero Business Edition
Use this page to compare user roles and their access to different areas of Xero Business Edition.
User roles in Xero Partner Edition
Compare the user roles available for accountants and their clients in organisations using Xero Partner Edition.
Video: User roles
Learn about user roles in Xero

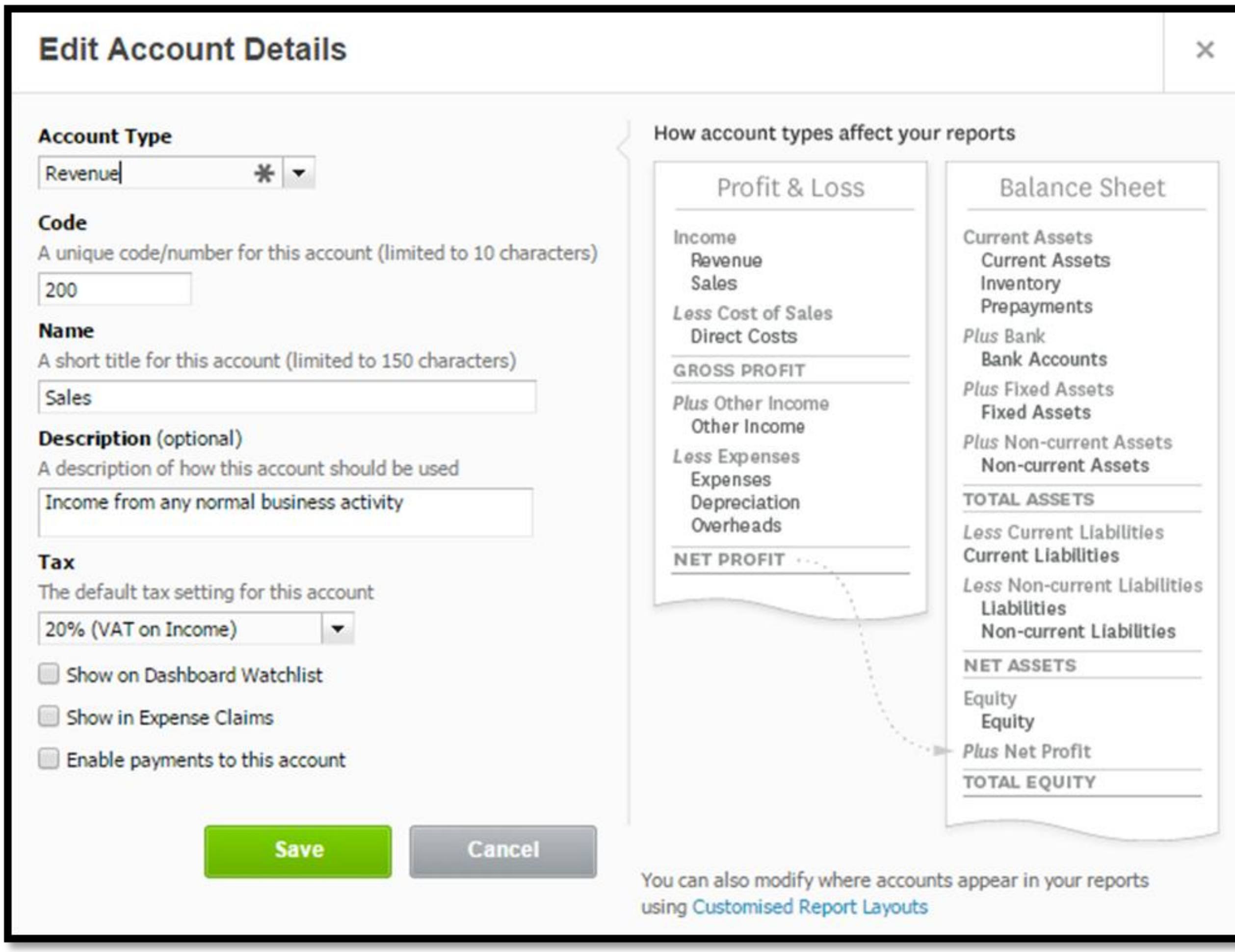

Access to the accounts
Choose the user's level of access to this organisation's accounts:
Bank reconciliation
Expense claims
Edit settings
View reports
Publish reports
Lock dates
Managed Client
Comments only
Read only
Cashbook Client
Non Cash Coding
Limited access
Most reports
Adviser
Manage Users Allow this user to add and remove users and change permissions
Contact Bank Account Admin Allow this user to add and edit bank account details held for customers and suppliers
Provide Support Allow this user to receive accounting questions from users
Delete User
Save
Cancel

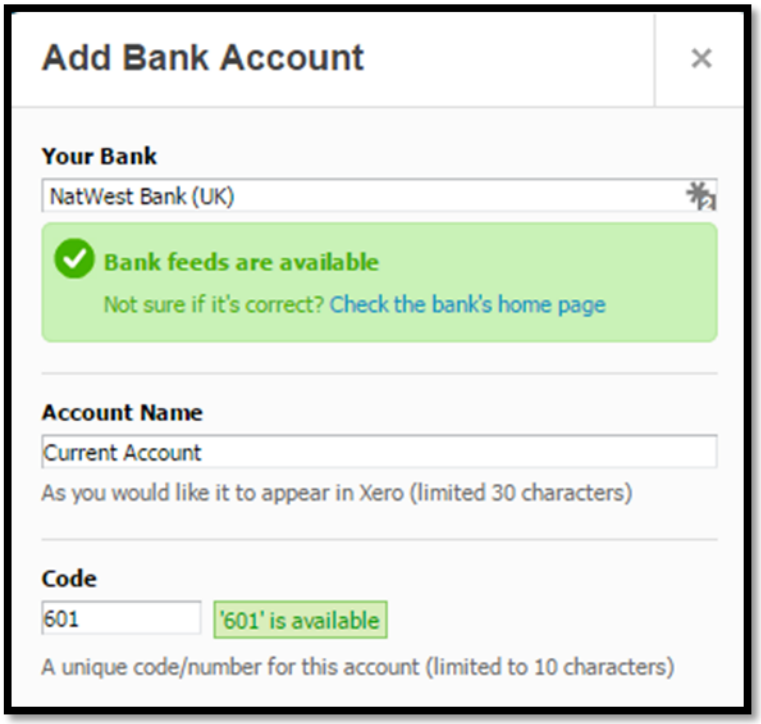

Add Currency
Select a currency
AUD Australian Dolla
Automatic Foreign Exchange Rates provided by XE.com
Latest GBP Rate
Exchange rates are updated each hour with the most up to date mid-market rate from XE.com
2.00646
Add Currency
Cancel

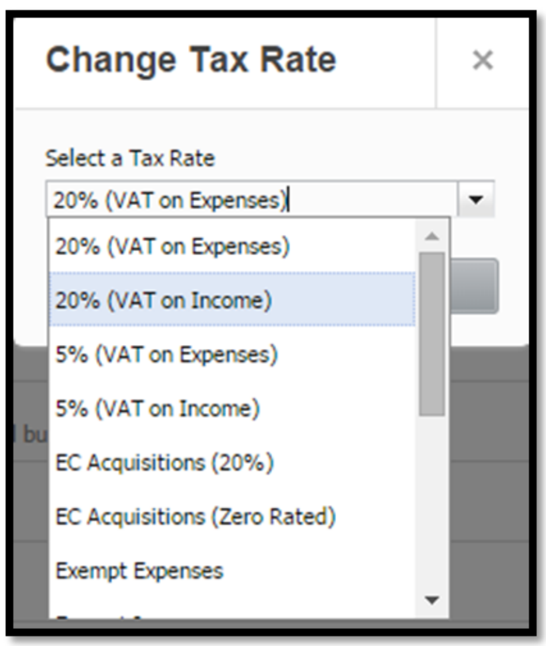

Setup Guide
Start
Organisation Settings
Financial Settings
Invoice Settings
Invite Users
Currencies
Chart of Accounts
How would you like to setup your Chart of Accounts?
Your Chart of Accounts is a list of all the accounts used to code your transactions. You can use Xero's default accounts or import your own:
Use the default Chart of Accounts provided by Xero (you can modify these in the following screen)
Import from file (Xero)

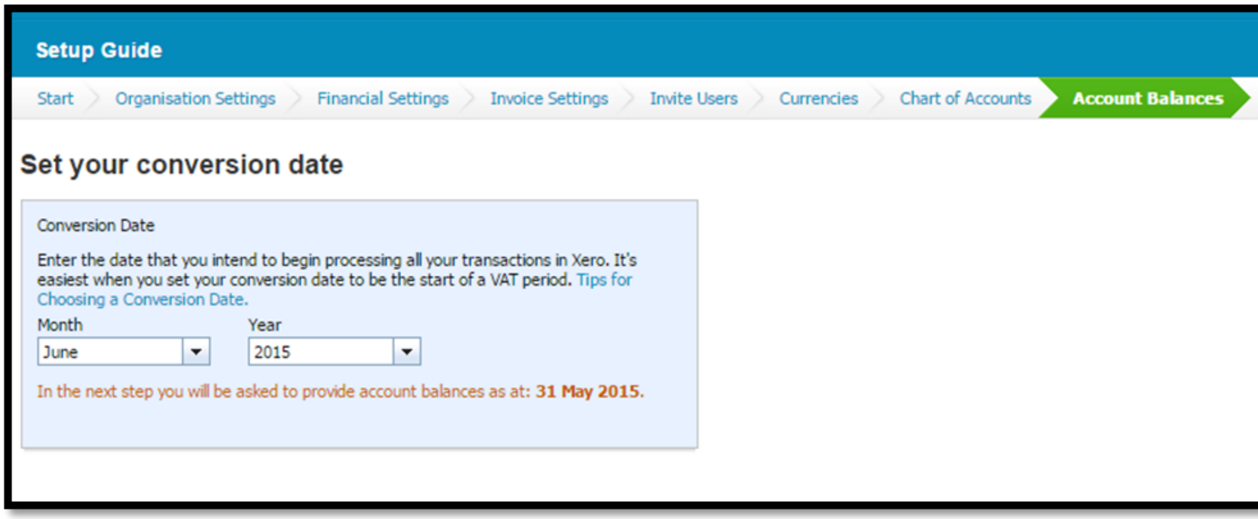

All Accounts
Assets
Liabilities
Equity
Expenses
Revenue
Delete
Change Tax Rate
No accounts selected
Search
Code
Name
Type
Tax Rate
200
Sales
Income from any normal business activity
Revenue
20% (VAT on Income)
260
Other Revenue
Any other income that does not relate to normal business activity and is not recurring
Revenue
20% (VAT on Income)
270
Interest Income
Gross interest income
Revenue
No VAT
310
Cost of Goods Sold
Cost of goods sold by the business
Direct Costs
20% (VAT on Expenses)
320
Direct Wages
Payment of wages/salary to an employee whose work can be directly linked to the product or service
Direct Costs
No VAT
325
Direct Expenses
Expenses incurred that relate directly to earning revenue
Direct Costs
20% (VAT on Expenses)

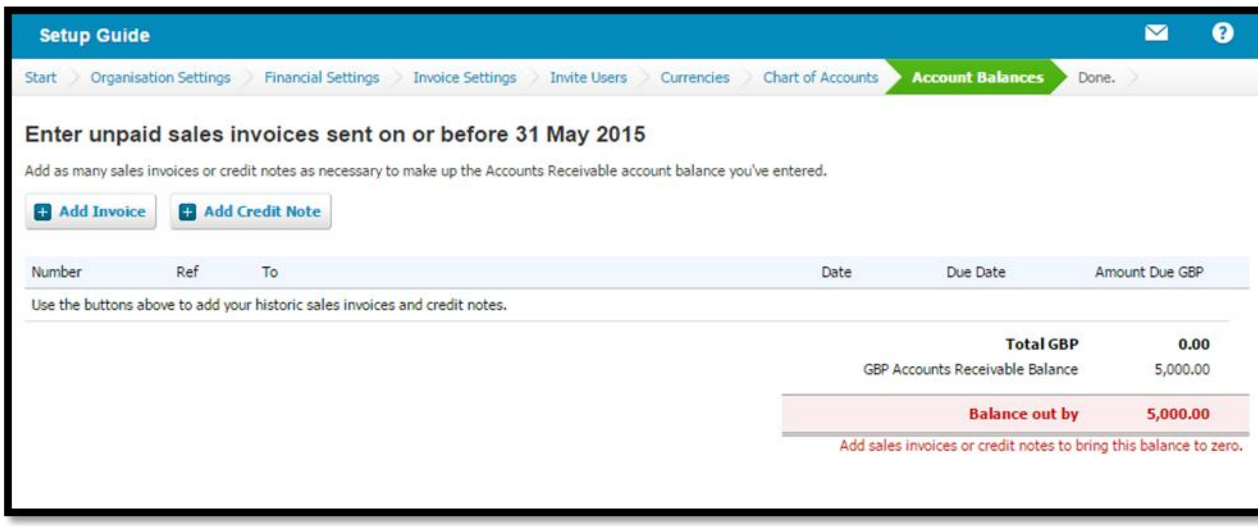

Delete
Change Tax Rate
No accounts selected
Code
Name
200
Sales
Income from any normal business activity

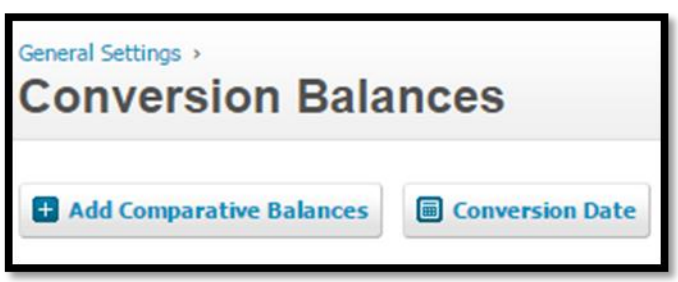

Edit Account Details
Account Type
Revenue
Code
A unique code/number for this account (limited to 10 characters)
200
Name
A short title for this account (limited to 150 characters)
Sales
Description (optional)
A description of how this account should be used
Income from any normal business activity
Tax
The default tax setting for this account
20% (VAT on Income)
Show on Dashboard Watchlist
Show in Expense Claims
Enable payments to this account
Save
Cancel
How account types affect your reports
Profit & Loss
Income
Revenue
Sales
Less Cost of Sales
Direct Costs
GROSS PROFIT
Plus Other Income
Other Income
Less Expenses
Expenses
Depreciation
Overheads
NET PROFIT
Balance Sheet
Current Assets
Current Assets
Inventory
Prepayments
Plus Bank
Bank Accounts
Plus Fixed Assets
Fixed Assets
Plus Non-current Assets
Non-current Assets
TOTAL ASSETS
Less Current Liabilities
Current Liabilities
Less Non-current Liabilities
Liabilities
Non-current Liabilities
NET ASSETS
Equity
Equity
Plus Net Profit
TOTAL EQUITY
You can also modify where accounts appear in your reports using Customised Report Layouts


Add Bank Account
Your Bank
NatWest Bank (UK)
Bank feeds are available
Not sure if it's correct? Check the bank's home page
Account Name
Current Account
As you would like it to appear in Xero (limited 30 characters)
Code
601
'601' is available
A unique code/number for this account (limited to 10 characters)

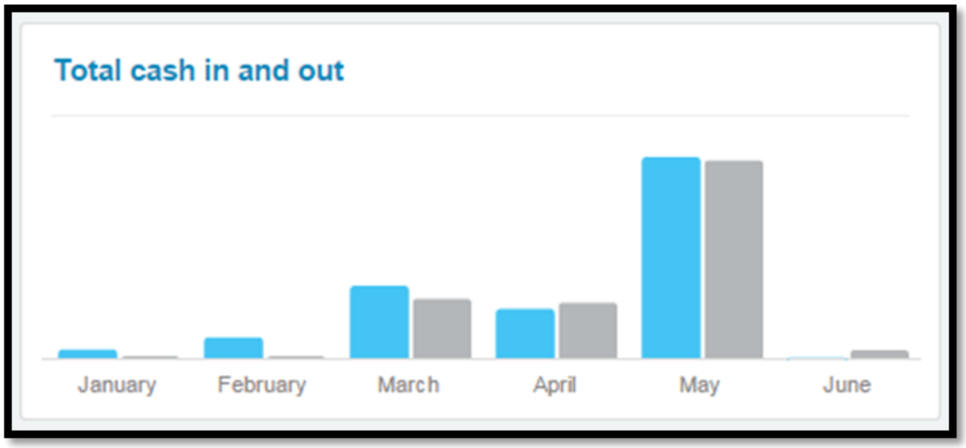

Change Tax Rate
Select a Tax Rate
20% (VAT on Expenses)
20% (VAT on Expenses)
20% (VAT on Income)
5% (VAT on Expenses)
5% (VAT on Income)
EC Acquisitions (20%)
EC Acquisitions (Zero Rated)
Exempt Expenses

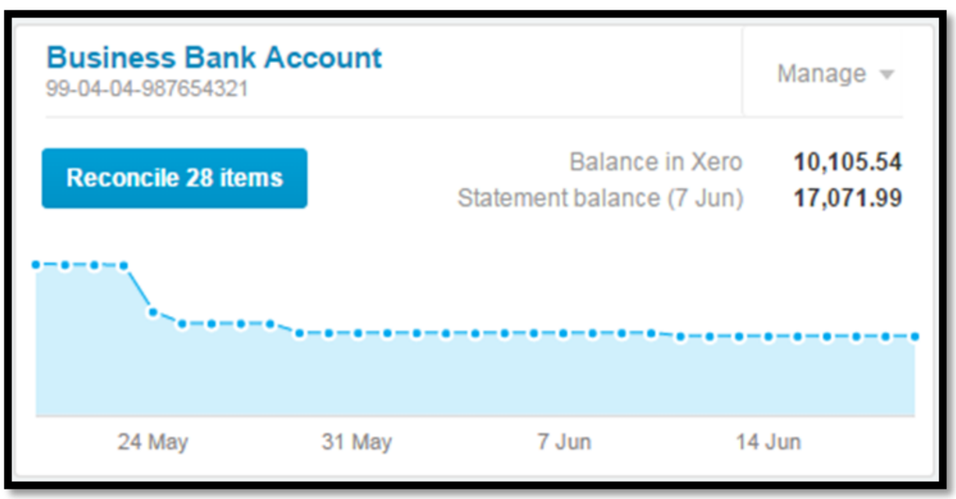

Setup Guide
Start
Organisation Settings
Financial Settings
Invoice Settings
Invite Users
Currencies
Chart of Accounts
Account Balances
Set your conversion date
Conversion Date
Enter the date that you intend to begin processing all your transactions in Xero. It's easiest when you set your conversion date to be the start of a VAT period. Tips for Choosing a Conversion Date.
Month
June
Year
2015
In the next step you will be asked to provide account balances as at: 31 May 2015.

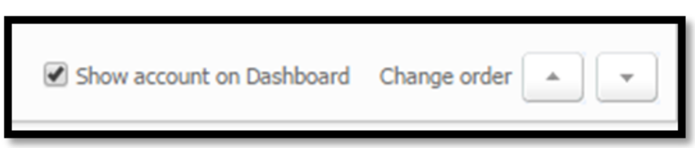

Setup Guide
Start
Organisation Settings
Financial Settings
Invoice Settings
Invite Users
Currencies
Chart of Accounts
Account Balances
Done.
Enter unpaid sales invoices sent on or before 31 May 2015
Add as many sales invoices or credit notes as necessary to make up the Accounts Receivable account balance you've entered.
Add Invoice
Add Credit Note
Number
Ref
To
Date
Due Date
Amount Due GBP
Use the buttons above to add your historic sales invoices and credit notes.
Total GBP
0.00
GBP Accounts Receivable Balance
5,000.00
Balance out by
5,000.00
Add sales invoices or credit notes to bring this balance to zero.

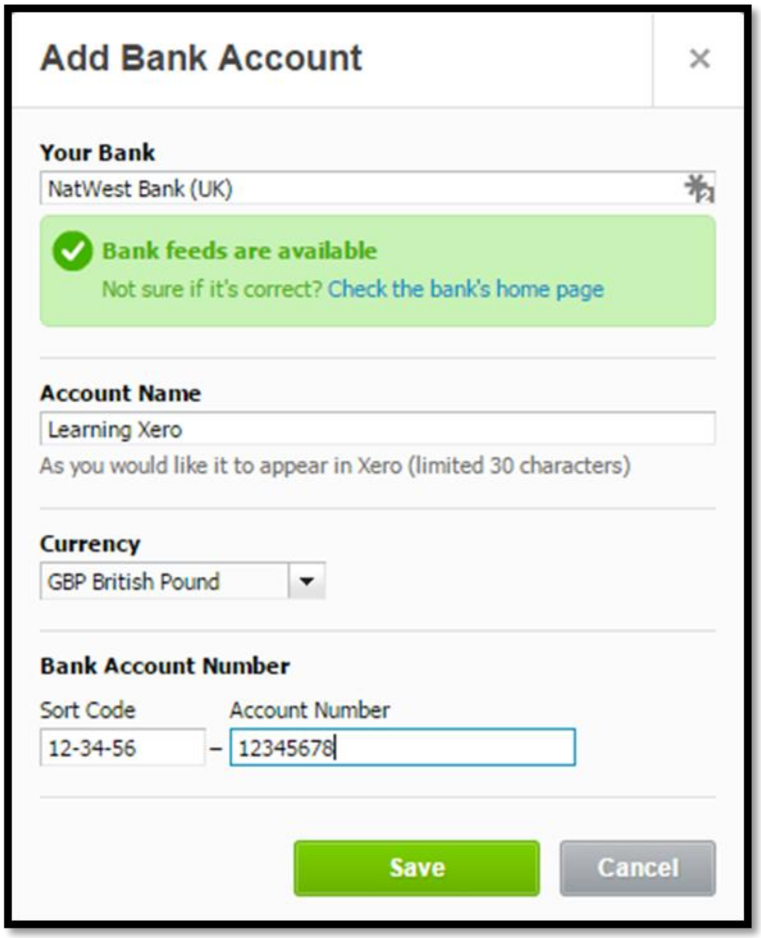

General Settings ›
Conversion Balances
Add Comparative Balances
Conversion Date

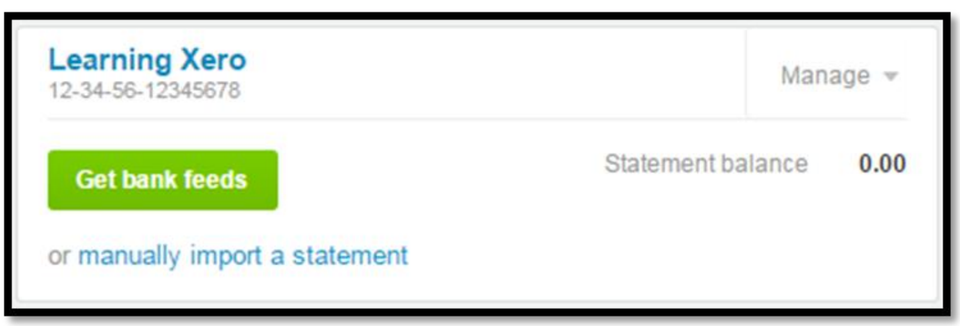
Chapter 2: Breaking the Bank

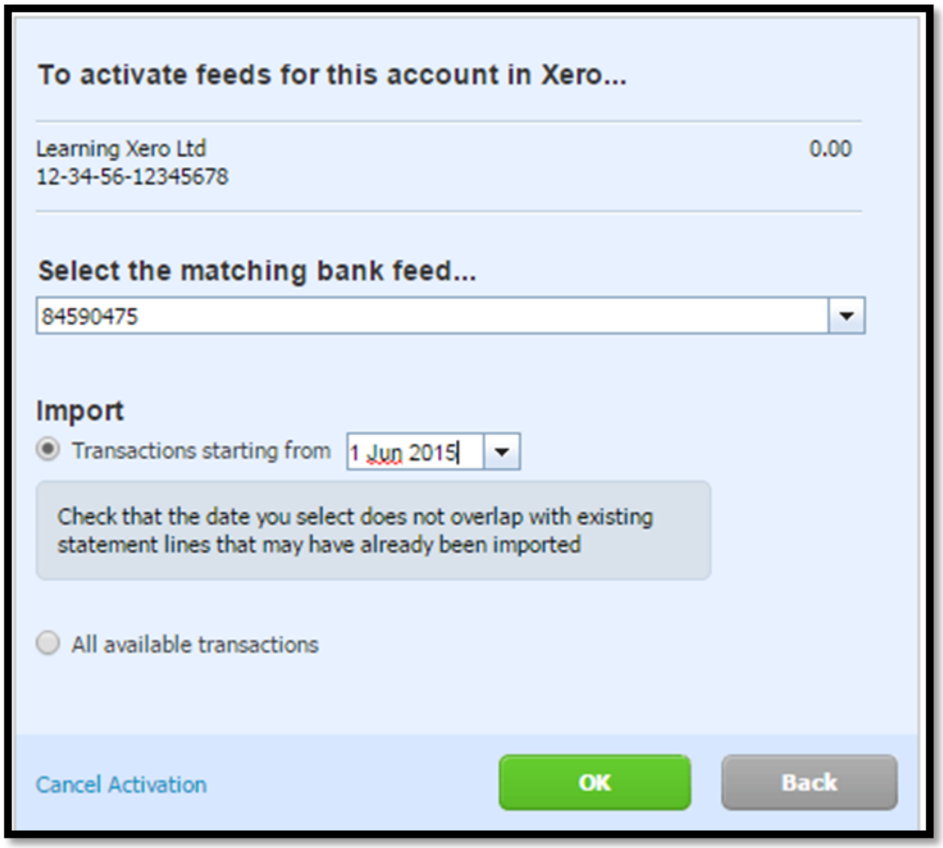


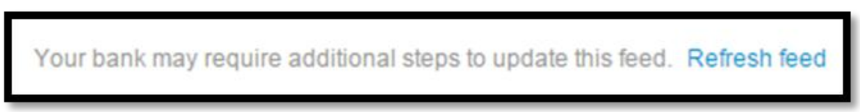


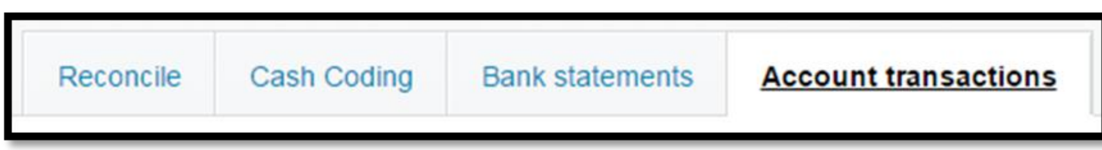


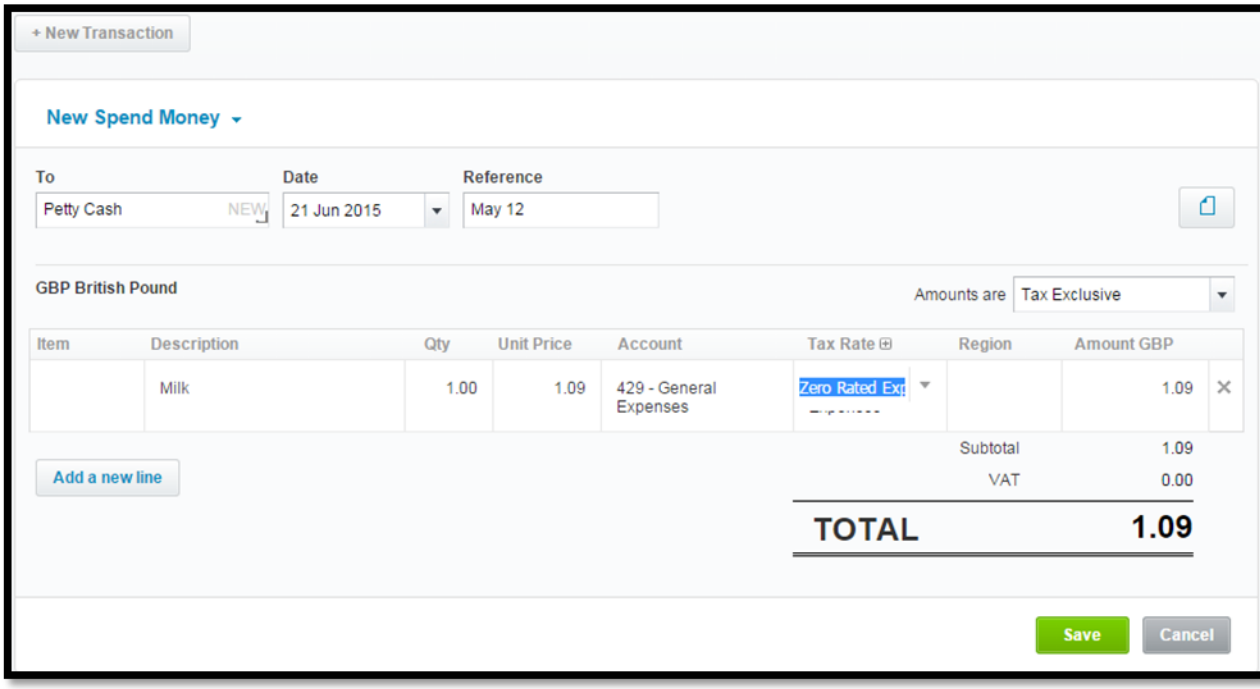

Add Bank Account
Your Bank
NatWest Bank (UK)
Bank feeds are available
Not sure if it's correct? Check the bank's home page
Account Name
Learning Xero
As you would like it to appear in Xero (limited 30 characters)
Currency
GBP British Pound
Bank Account Number
Sort Code
Account Number
12-34-56
12345678
Save
Cancel


Learning Xero
12-34-56-12345678
Manage
Get bank feeds
Statement balance
0.00
or manually import a statement

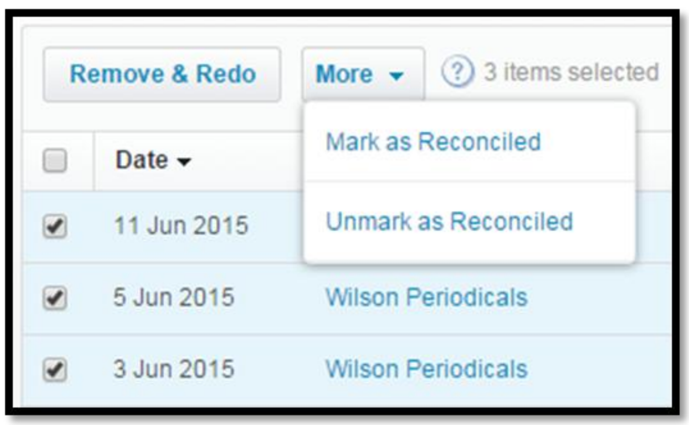

To activate feeds for this account in Xero...
Learning Xero Ltd
12-34-56-12345678
0.00
Select the matching bank feed...
84590475
Import
Transactions starting from
1 Jun 2015
Check that the date you select does not overlap with existing statement lines that may have already been imported
All available transactions
Cancel Activation
OK
Back


Your bank may require additional steps to update this feed. Refresh feed

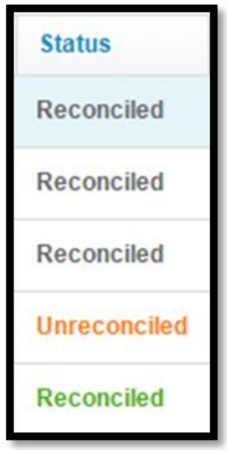

Reconcile
Cash Coding
Bank statements
Account transactions

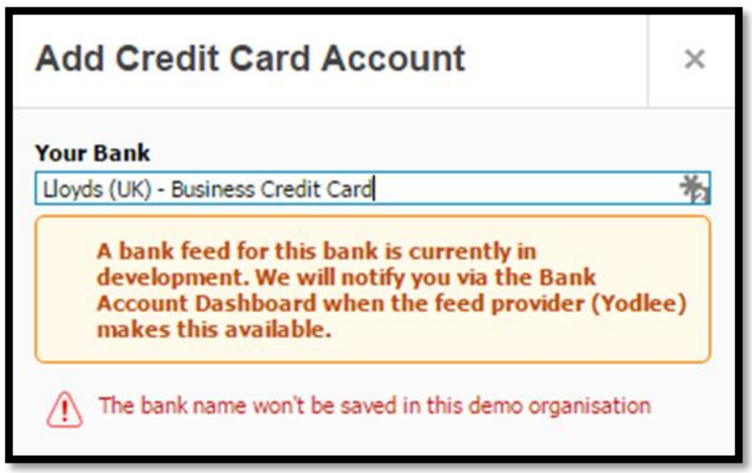


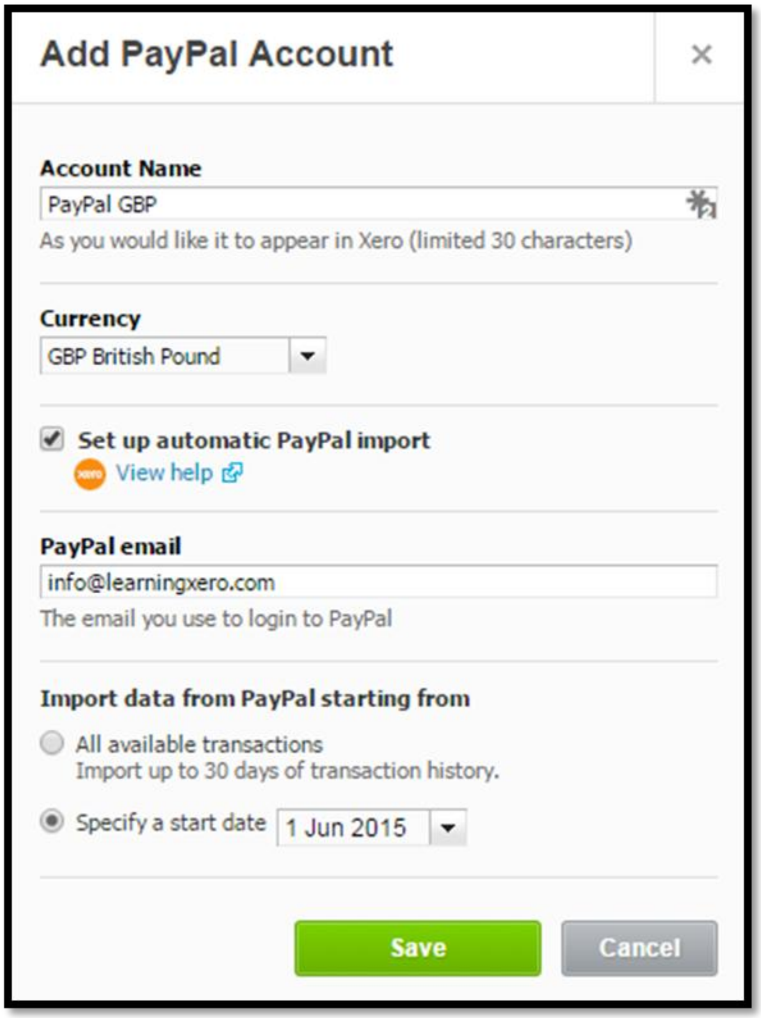
+ New Transaction
New Spend Money
To
Date
Reference
Petty Cash
NEW
21 Jun 2015
May 12
GBP British Pound
Amounts are
Tax Exclusive
Item
Description
Qty
Unit Price
Account
Tax Rate
Region
Amount GBP
Milk
1.00
1.09
429 - General Expenses
Zero Rated Exp
1.09
Add a new line
Subtotal
1.09
VAT
0.00
TOTAL
1.09
Save
Cancel

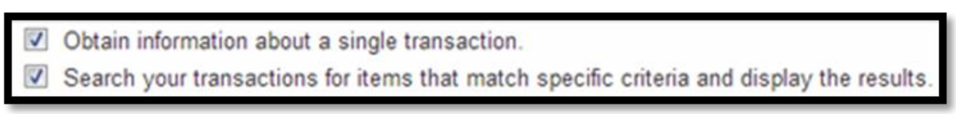


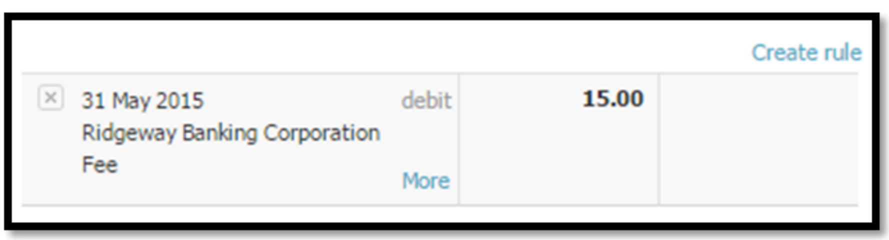
Remove & Redo
More
3 items selected
Mark as Reconciled
Unmark as Reconciled
Date
11 Jun 2015
5 Jun 2015
Wilson Periodicals
3 Jun 2015
Wilson Periodicals


Status
Reconciled
Reconciled
Reconciled
Unreconciled
Reconciled


Add Credit Card Account
Your Bank
Lloyds (UK) - Business Credit Card
A bank feed for this bank is currently in development. We will notify you via the Bank Account Dashboard when the feed provider (Yodlee) makes this available.
The bank name won't be saved in this demo organisation


Add PayPal Account
Account Name
PayPal GBP
As you would like it to appear in Xero (limited 30 characters)
Currency
GBP British Pound
Set up automatic PayPal import
View help
PayPal email
info@learningxero.com
The email you use to login to PayPal
Import data from PayPal starting from
All available transactions
Import up to 30 days of transaction history.
Specify a start date
1 Jun 2015
Save
Cancel


Obtain information about a single transaction.
Search your transactions for items that match specific criteria and display the results.

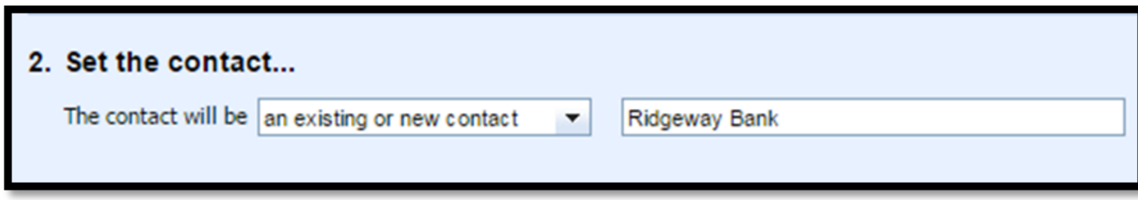

Create rule
31 May 2015
Ridgeway Banking Corporation
Fee
debit
More
15.00

Spend Money Rule

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

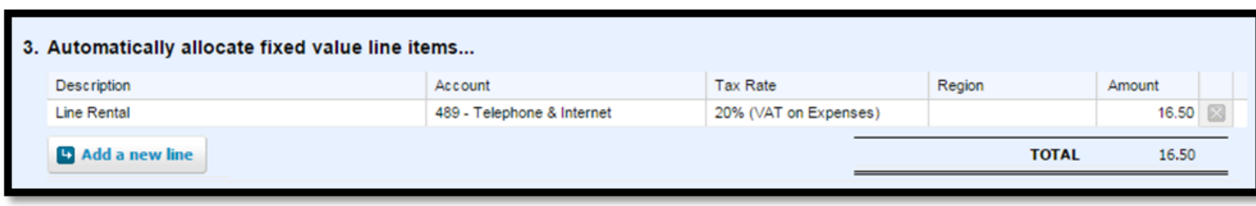
Payee	equals	Ridgeway Banking Corporation
Description	equals	Fee

Add a condition



2. Set the contact...

The contact will be an existing or new contact | Ridgeway Bank



3. Automatically allocate fixed value line items...

Description	Account	Tax Rate	Region	Amount
Line Rental	489 - Telephone & Internet	20% (VAT on Expenses)		16.50
			TOTAL	16.50

Add a new line

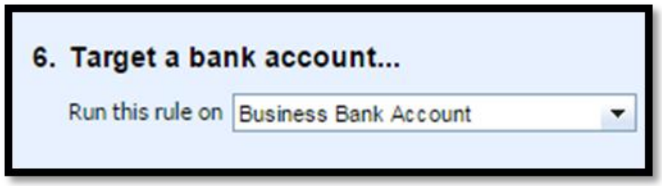
4. With the remainder, allocate items in the following ratios...

Description	Account	Tax Rate	Region	Percent...
Bank Charge	404 - Bank Fees	No VAT		100.00%
			TOTAL	100.00%

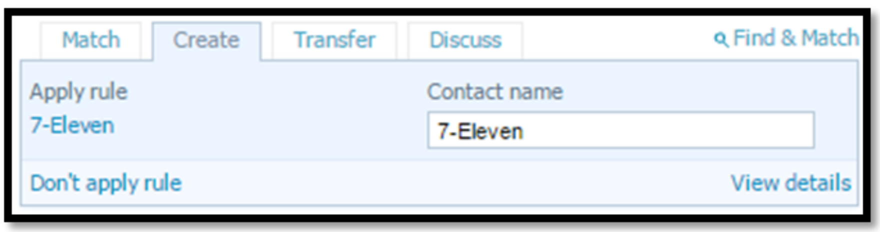
Add a new line

5. Set the reference...

The reference will be set from the Reference

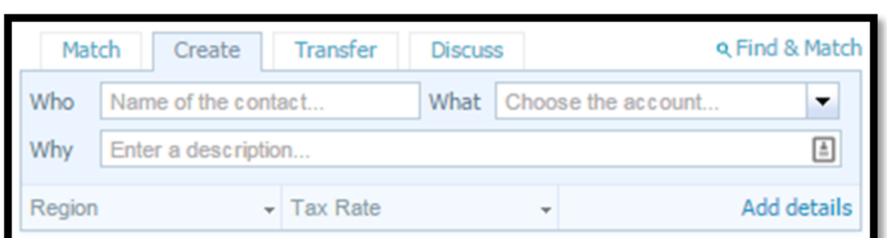

6. Target a bank account...
Run this rule on
Business Bank Account

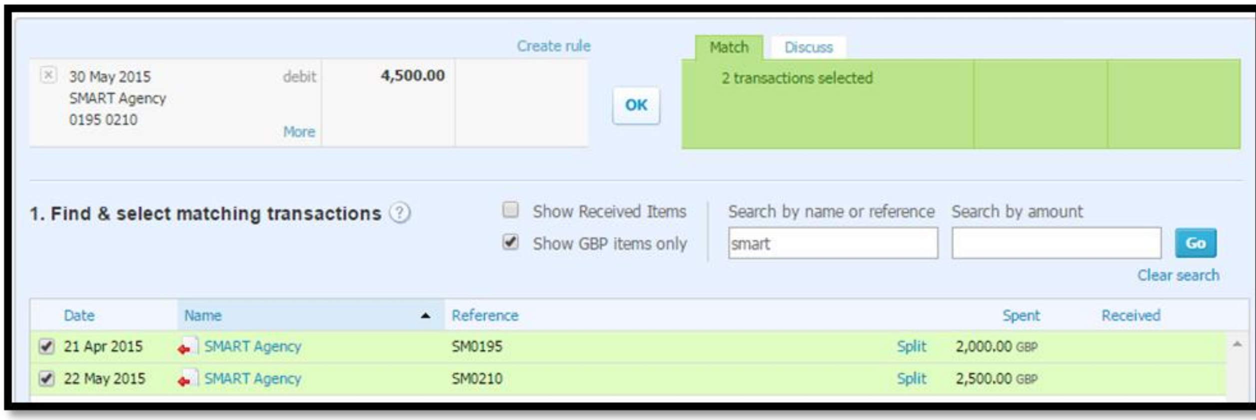

7. Give the rule a title...
Ridgeway Banking Corporation

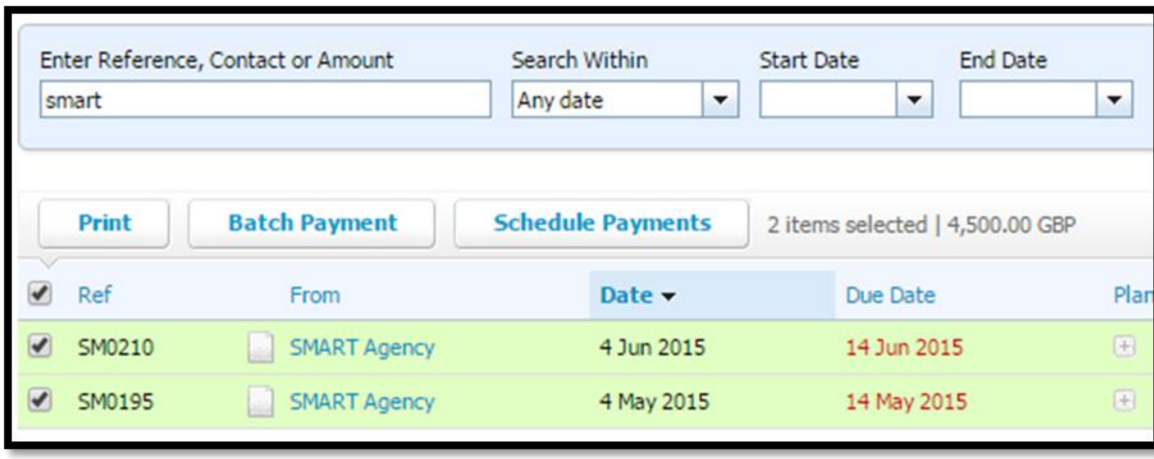

Match
Create
Transfer
Discuss
Find & Match
Apply rule
7-Eleven
Contact name
7-Eleven
Don't apply rule
View details


Create rule
29 May 2015
Ridgeway University
INV-0035
other
More
6,187.50
OK
Match
Create
Transfer
Discuss
Find & Match
26 May 2015
Ridgeway University
Ref: INV-0035
6,187.50

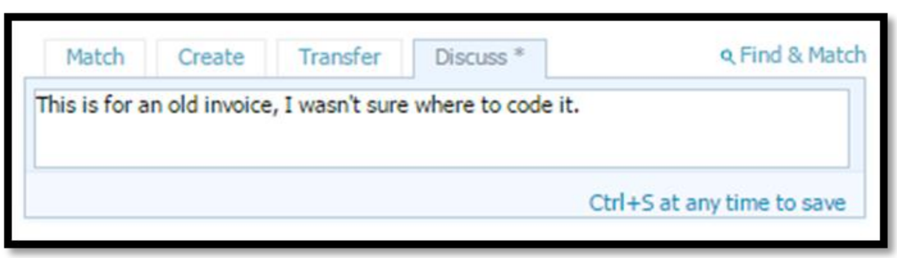

Suggest previous entries
Next ›
End »


Match
Create
Transfer
Discuss
Find & Match
Who
Name of the contact...
What
Choose the account...
Why
Enter a description...
Region
Tax Rate
Add details

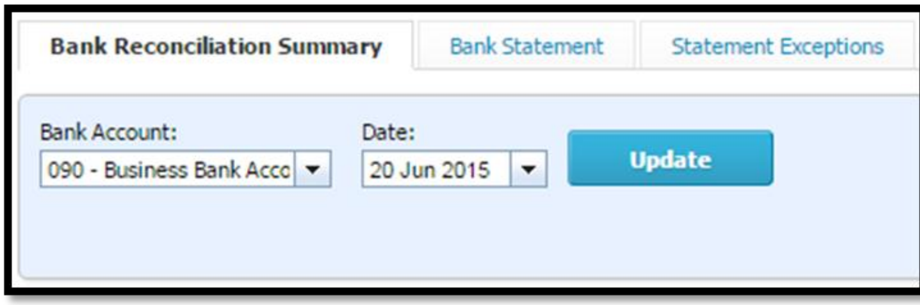

Create rule
Match
Discuss
30 May 2015
SMART Agency
0195 0210
debit
4,500.00
More
OK
2 transactions selected
1. Find & select matching transactions
Show Received Items
Show GBP items only
Search by name or reference
smart
Search by amount
Go
Clear search
Date
Name
Reference
Spent
Received
21 Apr 2015 SMART Agency SM0195 Split 2,000.00 GBP
22 May 2015 SMART Agency SM0210 Split 2,500.00 GBP


Enter Reference, Contact or Amount
smart
Search Within
Any date
Start Date
End Date
Print
Batch Payment
Schedule Payments
2 items selected | 4,500.00 GBP
Ref
From
Date
Due Date
SM0210 SMART Agency 4 Jun 2015 14 Jun 2015
SM0195 SMART Agency 4 May 2015 14 May 2015


Create rule
31 May 2015
Ridgeway Banking Corporation
Fee
debit
15.00
More
OK
Match
Create
Transfer
Discuss
Find & Match
Who
Ridgeway Bank
What
404 - Bank Fees
Why
Bank fee
Region
No VAT
Add details


Match
Create
Transfer
Discuss *
Find & Match
This is for an old invoice, I wasn't sure where to code it.
Ctrl+S at any time to save


3 unreconciled lines with 3 comments

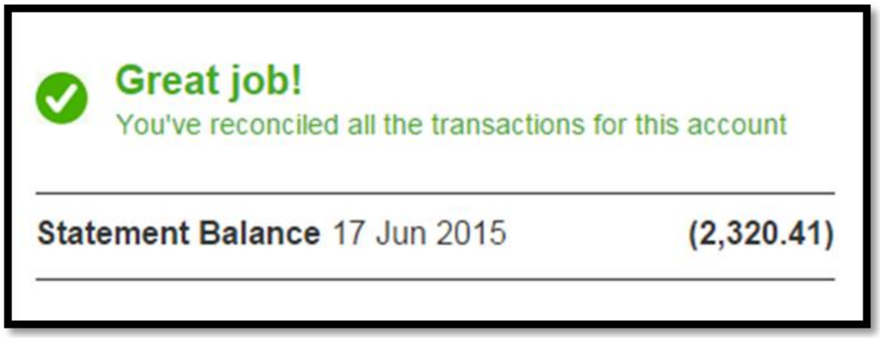


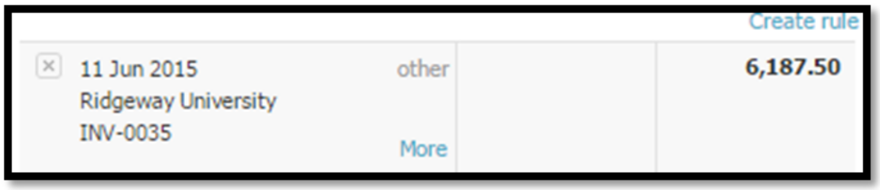
Date	Description	Reference	Amount
20 Jun 2015	**Balance in Xero**		**5,605.54**

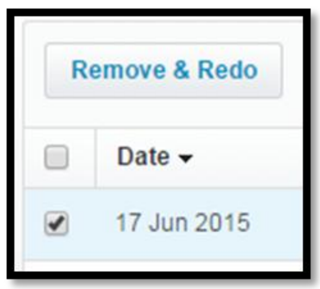
Plus Outstanding Payments			
29 May 2015	Payment: Truxton Property Management		1,181.25
3 Jun 2015	Wilson Periodicals	Sub 098801	49.90
11 Jun 2015	Payment: Gateway Motors	Ref 02761	411.35
Total Outstanding Payments			**1,642.50**
Less Outstanding Receipts			
5 Jun 2015	Wilson Periodicals	Sub 098801	35.00
Total Outstanding Receipts			**35.00**

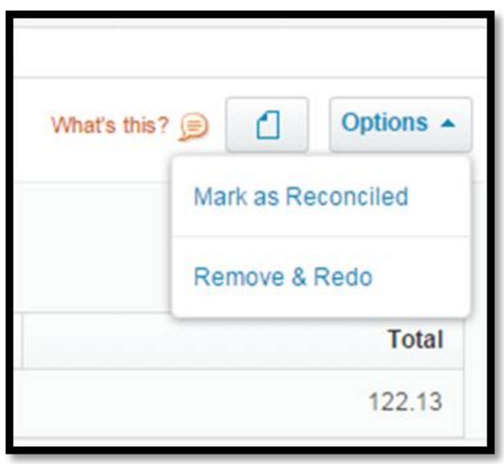
Plus Un-Reconciled Bank Statement Lines			
29 May 2015	Ridgeway University	INV-0035	6,187.50
29 May 2015	Truxton Property Management	Rent	(1,181.25)
30 May 2015	City Limousines	0017-Part	100.00
30 May 2015	Jakaranda Maple Systems	DEPOSIT ADV	2,000.00
31 May 2015	Ridgeway Banking Corporation	Fee	(15.00)

7 Jun 2015	7-Eleven		(15.50)
Total Un-Reconciled Statement Lines			**9,858.95**
20 Jun 2015	**Statement Balance**		**17,071.99**


Great job!
You've reconciled all the transactions for this account
Statement Balance 17 Jun 2015
(2,320.41)


Create rule
11 Jun 2015
Ridgeway University
INV-0035
other
More
6,187.50


Remove & Redo
Date
17 Jun 2015


What's this?
Options
Mark as Reconciled
Remove & Redo
Total
122.13

Imported Date	Start Date	End Date
8 Jun 2015	28 May 2015	7 Jun 2015
8 Jun 2015	11 May 2015	28 May 2015
5 Jun 2015	13 Apr 2015	10 May 2015
4 Jun 2015	13 Mar 2015	12 Apr 2015

Restore Delete No transactions selected

	Date	Type	Payee	Particulars	Code	Reference	Analysis Code	Spent	Received	Balance	Status
	28 May 2015	Opening Balance								7,713.04	
	28 May 2015	debit	O.Greenville	Exps				29.50		7,683.54	Deleted

Delete Entire Statement

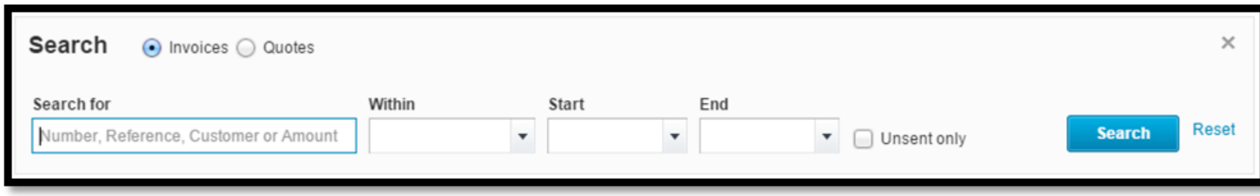
Delete Bank Statement ×

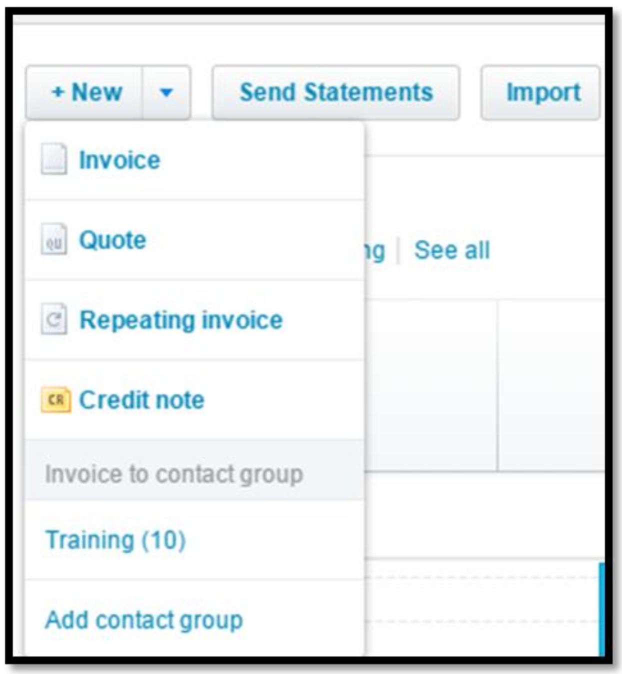
Are you sure you want to delete this statement?

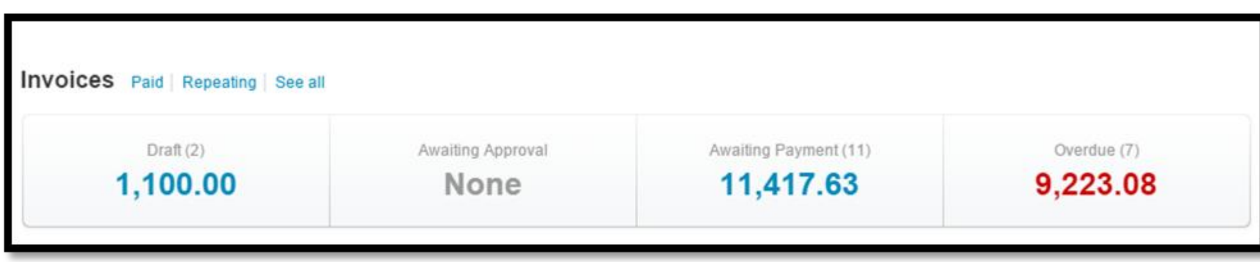
☑ Also delete reconciled transactions for this statement

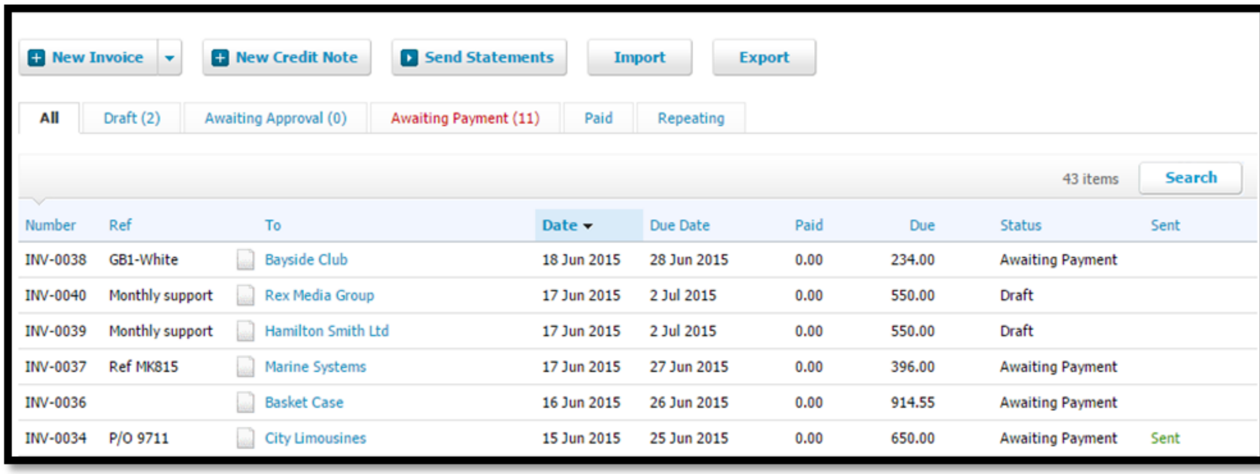
Delete Cancel

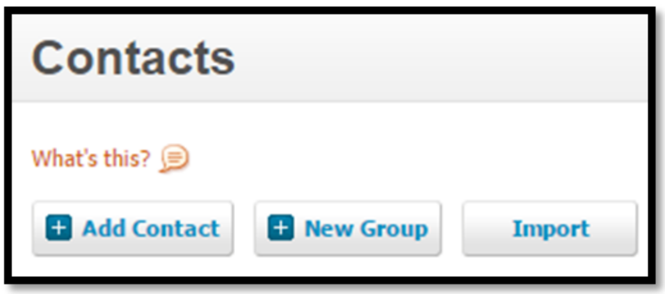
Chapter 3: Using Xero to Excel at Sales



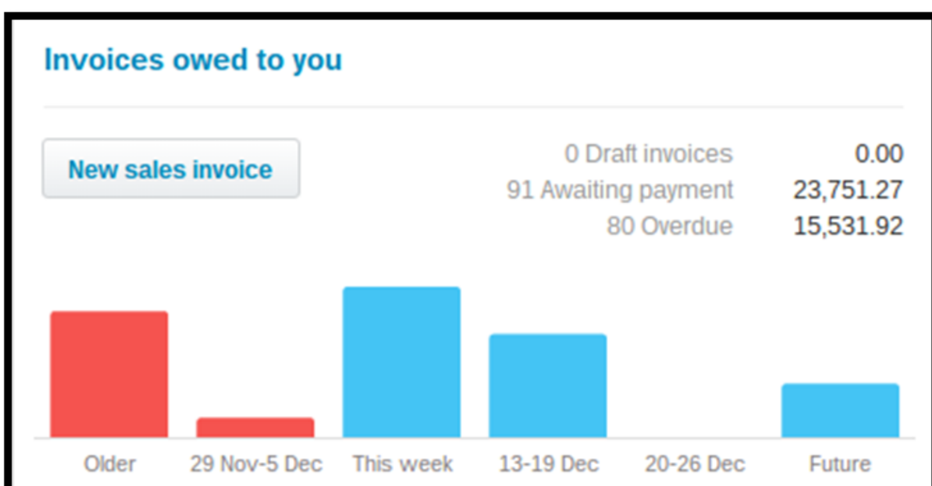


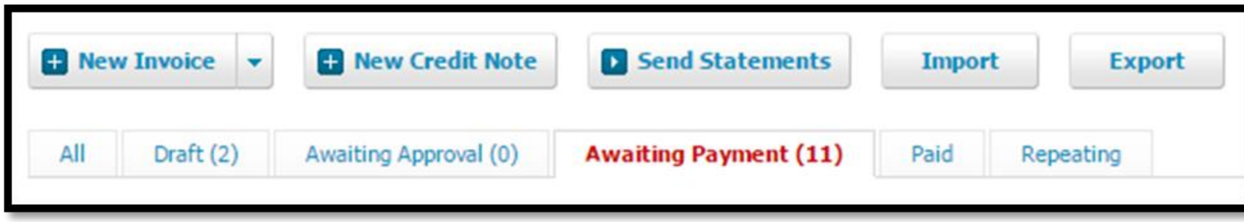


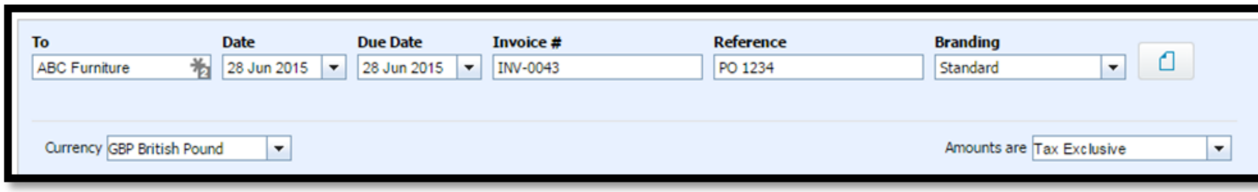

New Invoice
New Credit Note
Send Statements
Import
Export
All
Draft (2)
Awaiting Approval (0)
Awaiting Payment (11)
Paid
Repeating
43 items
Search
Number
Ref
To
Date
Due Date
Paid
Due
Status
Sent
INV-0038 GB1-White Bayside Club 18 Jun 2015 28 Jun 2015 0.00 234.00 Awaiting Payment
INV-0040 Monthly support Rex Media Group 17 Jun 2015 2 Jul 2015 0.00 550.00 Draft
INV-0039 Monthly support Hamilton Smith Ltd 17 Jun 2015 2 Jul 2015 0.00 550.00 Draft
INV-0037 Ref MK815 Marine Systems 17 Jun 2015 27 Jun 2015 0.00 396.00 Awaiting Payment
INV-0036 Basket Case 16 Jun 2015 26 Jun 2015 0.00 914.55 Awaiting Payment
INV-0034 P/O 9711 City Limousines 15 Jun 2015 25 Jun 2015 0.00 650.00 Awaiting Payment Sent

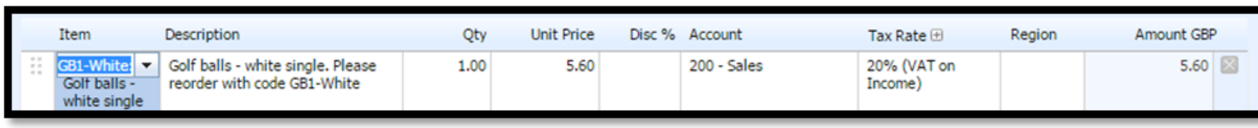

Contacts
What's this?
Add Contact
New Group
Import

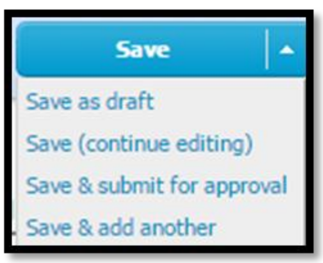

Import customer and supplier contacts into Xero
Import your customer and supplier contacts into Xero using a CSV or TXT file you've created, or exported from another system or Xero organisation.

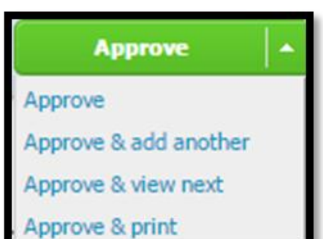

Invoices owed to you
New sales invoice
0 Draft invoices 0.00
91 Awaiting payment 23,751.27
80 Overdue 15,531.92
Older
29 Nov-5 Dec
This week
13-19 Dec
20-26 Dec
Future


New Invoice
New Credit Note
Send Statements
Import
Export
All
Draft (2)
Awaiting Approval (0)
Awaiting Payment (11)
Paid
Repeating


To
ABC Furniture
Date
28 Jun 2015
Due Date
28 Jun 2015
Invoice #
INV-0043
Reference
PO 1234
Branding
Standard
Currency
GBP British Pound
Amounts are
Tax Exclusive


Item
Description
Qty
Unit Price
Disc %
Account
Tax Rate
Region
Amount GBP
GB1-White
Golf balls - white single
Golf balls - white single. Please reorder with code GB1-White
1.00
5.60
200 - Sales
20% (VAT on Income)
5.60

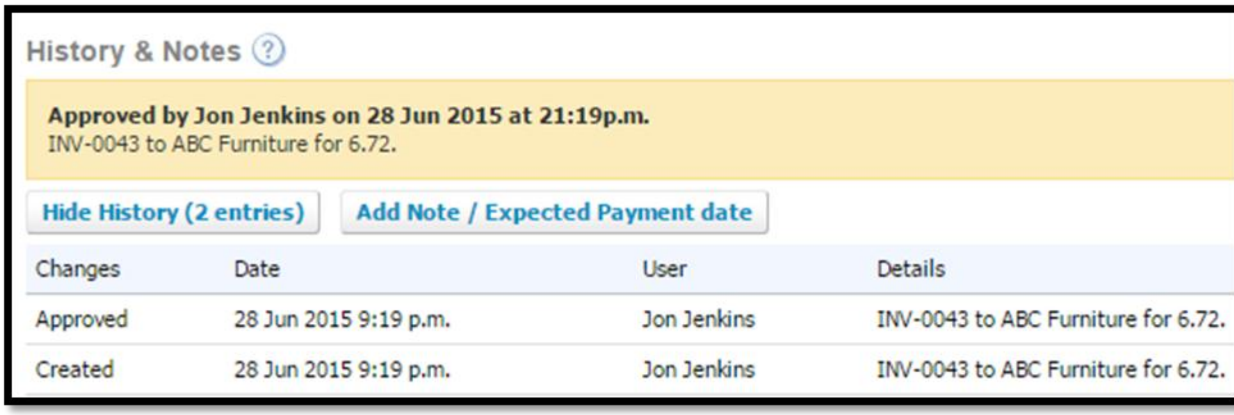

Save
Save as draft
Save (continue editing)
Save & submit for approval
Save & add another

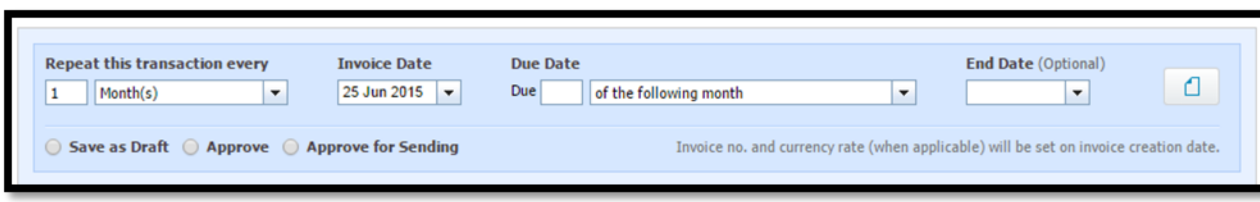

Approve
Approve
Approve & add another
Approve & view next
Approve & print

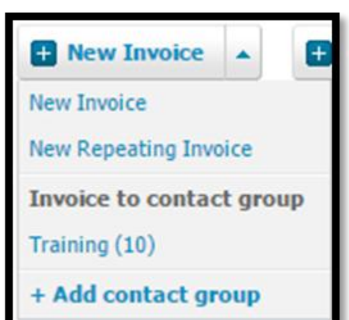

Email
Print PDF
Invoice Options

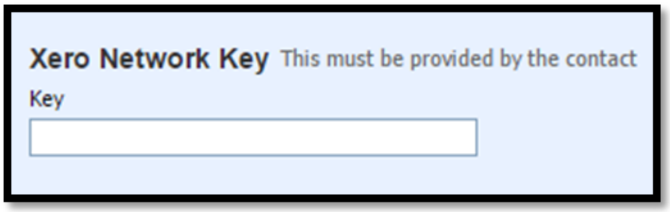

Include files as attachments

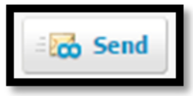

Receive a payment
Amount Paid
6.72
Date Paid
28 Jun 2015
Paid To
090 - Business Ban
Reference
Add Payment


History & Notes
Approved by Jon Jenkins on 28 Jun 2015 at 21:19p.m.
INV-0043 to ABC Furniture for 6.72.
Hide History (2 entries)
Add Note / Expected Payment date
Changes
Date
User
Details
Approved
28 Jun 2015 9:19 p.m.
Jon Jenkins
INV-0043 to ABC Furniture for 6.72.
Created
28 Jun 2015 9:19 p.m.
Jon Jenkins
INV-0043 to ABC Furniture for 6.72.


Repeat this transaction every
1
Month(s)
Invoice Date
25 Jun 2015
Due Date
Due
of the following month
End Date (Optional)
Save as Draft
Approve
Approve for Sending
Invoice no. and currency rate (when applicable) will be set on invoice creation date.

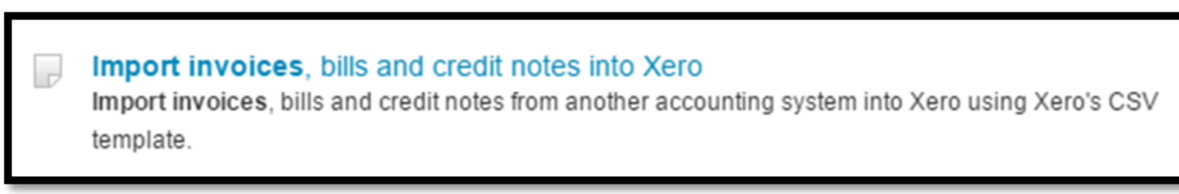

New Invoice
New Invoice
New Repeating Invoice
Invoice to contact group
Training (10)
+ Add contact group

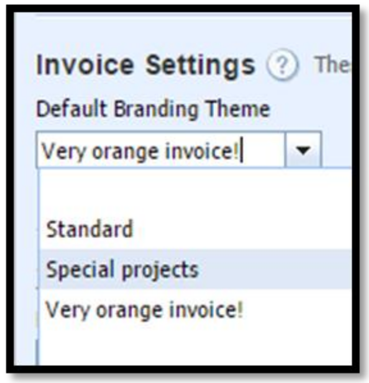

Xero Network Key This must be provided by the contact
Key


Send

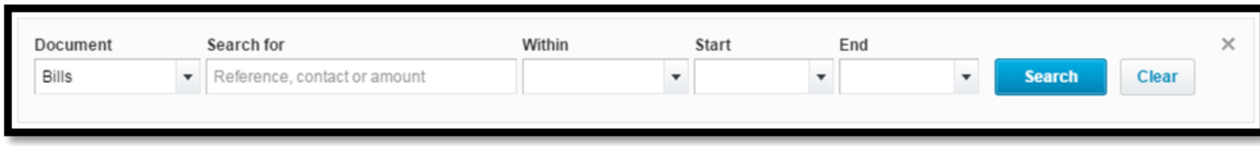

Your Xero Network key: 2FAAJ2KTHRVZOSZ11O6XUVLC0J9SXD

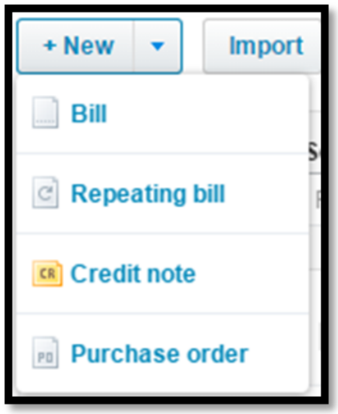

Automatic Sequencing
Define the number to be used when creating your next invoice, credit note or purchase order.
The number will automatically increment with each new document you create.
Invoice Prefix
INV-
Next Number
0043
Credit Note Prefix
CN-

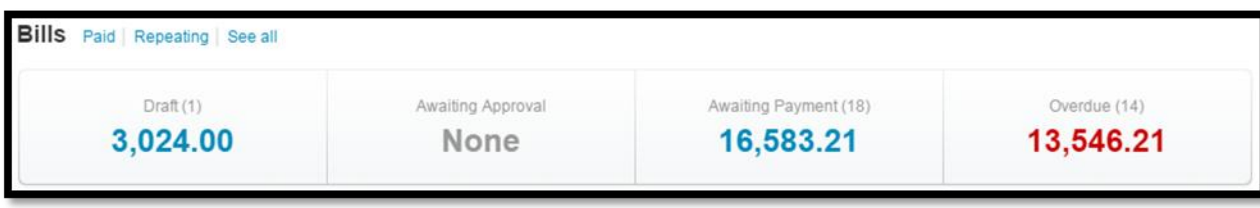

Import invoices, bills and credit notes into Xero
Import invoices, bills and credit notes from another accounting system into Xero using Xero's CSV template.

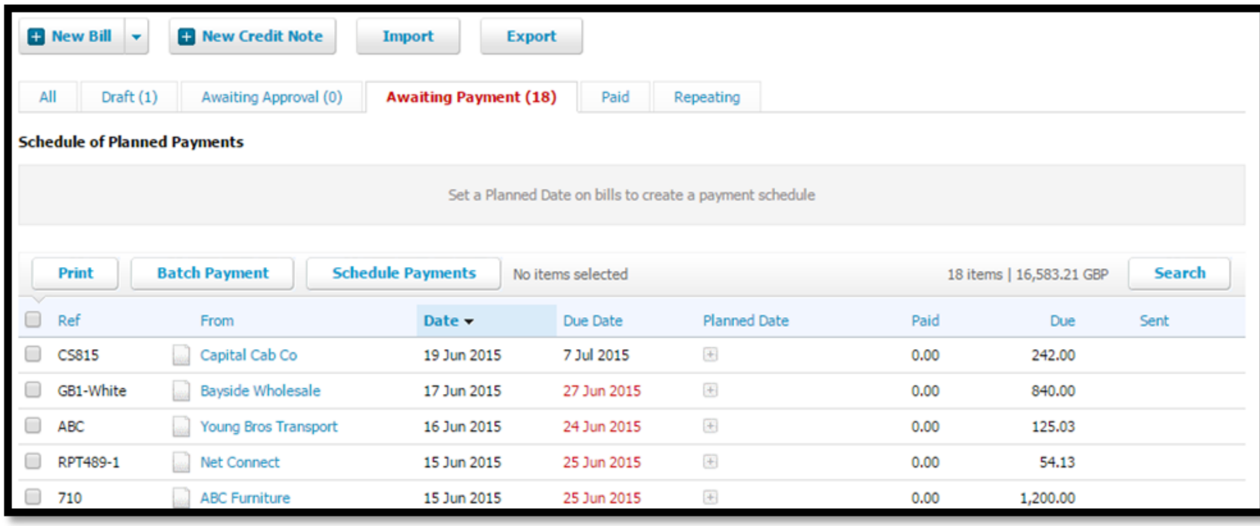

Invoice Settings
The
Default Branding Theme
Very orange invoice!
Standard
Special projects
Very orange invoice!

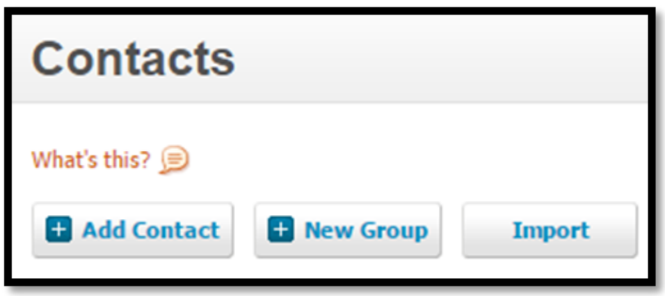
Chapter 4: Learning Xero Purchases



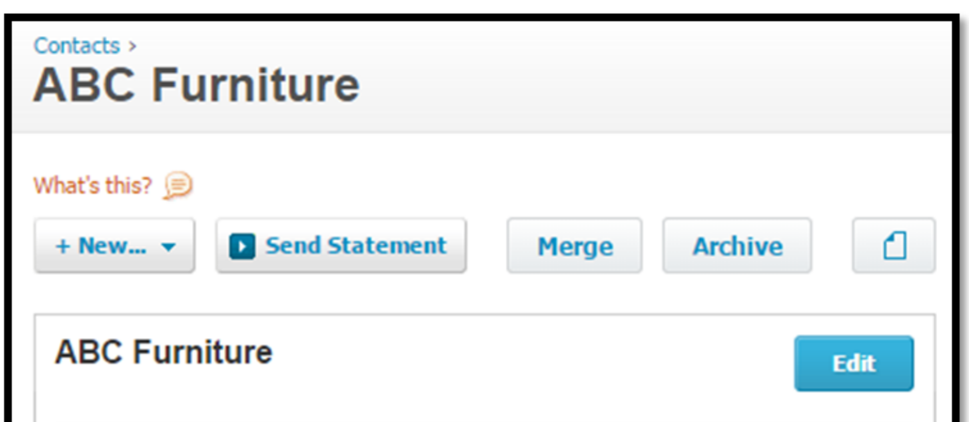


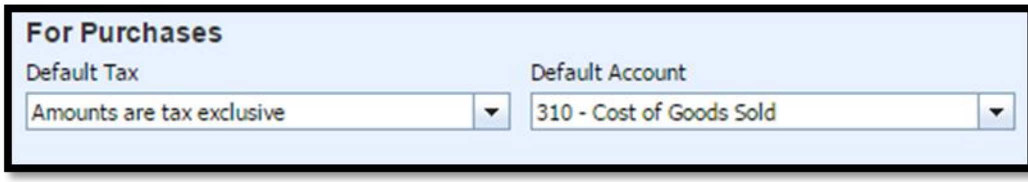



New Bill
New Credit Note
Import
Export
All
Draft (1)
Awaiting Approval (0)
Awaiting Payment (18)
Paid
Repeating
Schedule of Planned Payments
Set a Planned Date on bills to create a payment schedule
Print
Batch Payment
Schedule Payments
No items selected
18 items | 16,583.21 GBP
Search
Ref
From
Date
Due Date
Planned Date
Paid
Due
Sent
CS815 Capital Cab Co 19 Jun 2015 7 Jul 2015 0.00 242.00
GB1-White Bayside Wholesale 17 Jun 2015 27 Jun 2015 0.00 840.00
ABC Young Bros Transport 16 Jun 2015 24 Jun 2015 0.00 125.03
RPT489-1 Net Connect 15 Jun 2015 25 Jun 2015 0.00 54.13
710 ABC Furniture 15 Jun 2015 25 Jun 2015 0.00 1,200.00

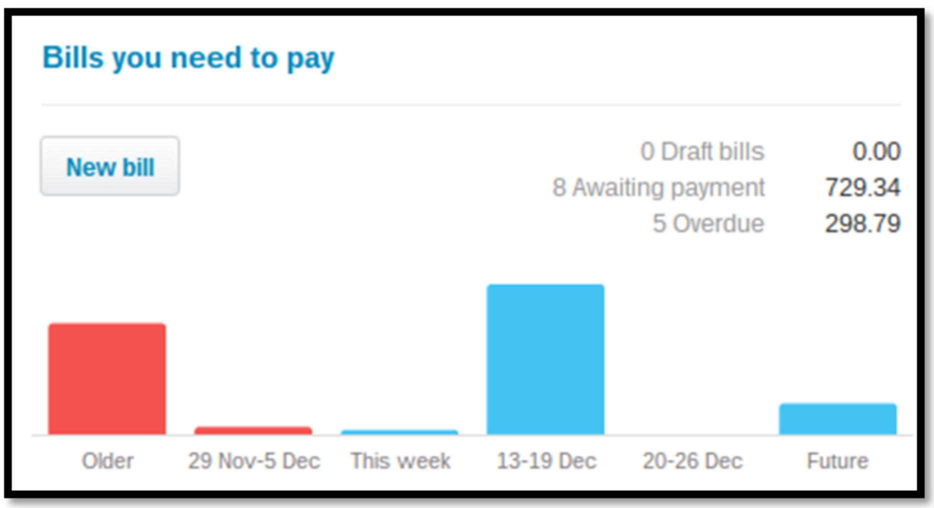

Contacts
What's this?
Add Contact
New Group
Import


Import customer and supplier contacts into Xero
Import your customer and supplier contacts into Xero using a CSV or TXT file you've created, or exported from another system or Xero organisation.

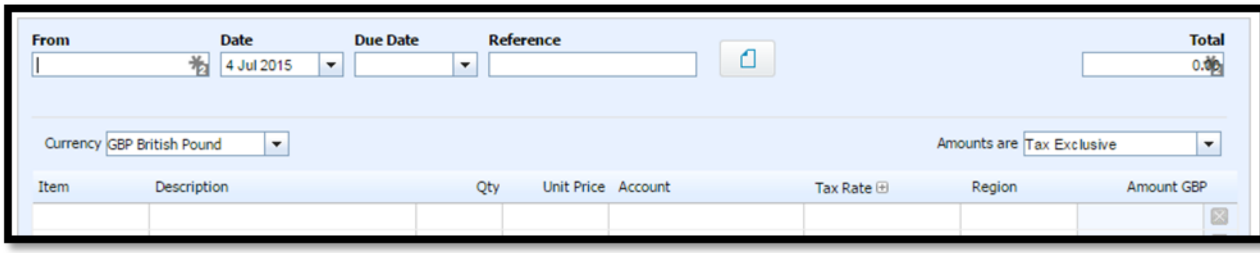

Contacts ›
ABC Furniture
What's this?
+ New...
Send Statement
Merge
Archive
ABC Furniture
Edit

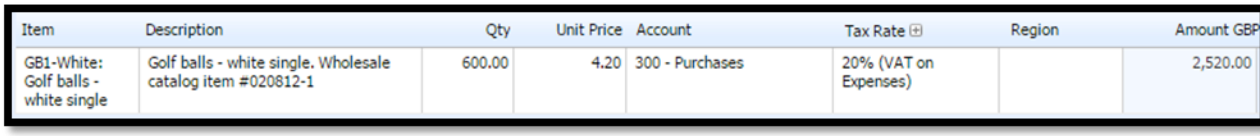

For Purchases
Default Tax
Amounts are tax exclusive
Default Account
310 - Cost of Goods Sold

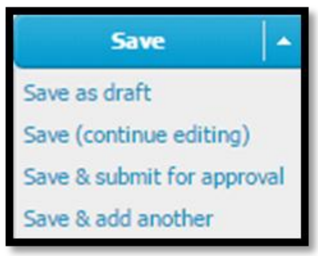

VAT
These default tax rates can be overridden on individual transactions
EU Country
VAT Number
Sales VAT
Purchases VAT
20% (VAT on Expe

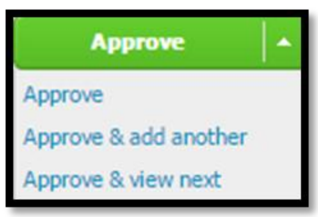

Bills you need to pay
New bill
0 Draft bills 0.00
8 Awaiting payment 729.34
5 Overdue 298.79
Older
29 Nov-5 Dec
This week
13-19 Dec
20-26 Dec
Future


New Bill
New Credit Note
Import
Export
All
Draft (1)
Awaiting Approval (0)
Awaiting Payment (19)
Paid
Repeating

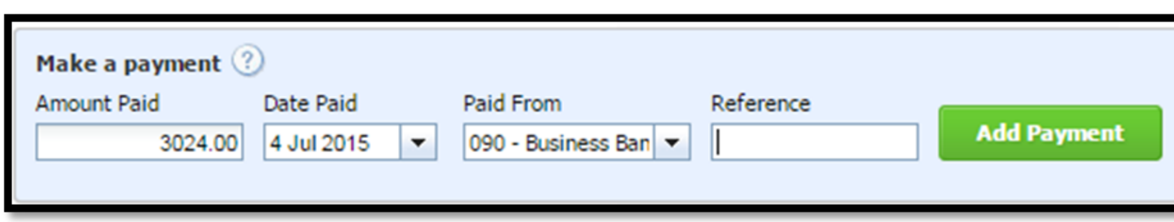

From
Date
4 Jul 2015
Due Date
Reference
Total
0.00
Currency GBP British Pound
Amounts are Tax Exclusive
Item
Description
Qty
Unit Price
Account
Tax Rate
Region
Amount GBP

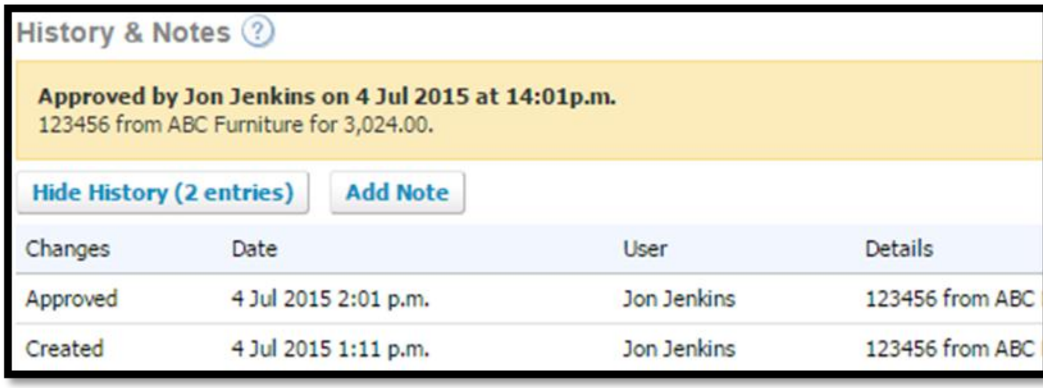

Item
Description
Qty
Unit Price
Account
Tax Rate
Region
Amount GBP
GB1-White: Golf balls - white single
Golf balls - white single. Wholesale catalog item #020812-1
600.00
4.20
300 - Purchases
20% (VAT on Expenses)
2,520.00

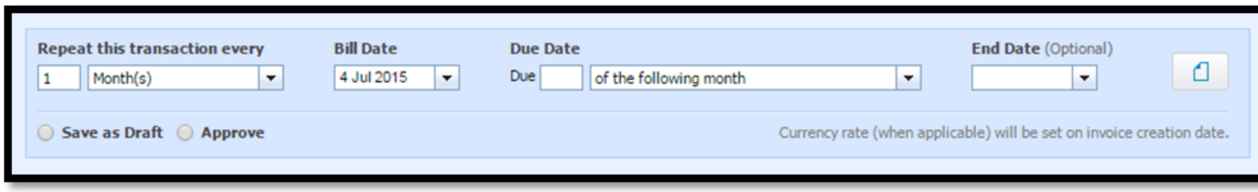

Save
Save as draft
Save (continue editing)
Save & submit for approval
Save & add another

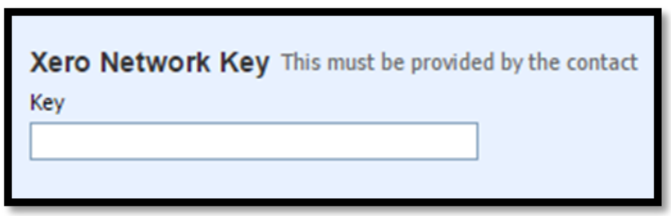

Approve
Approve
Approve & add another
Approve & view next


Print PDF
Bill Options

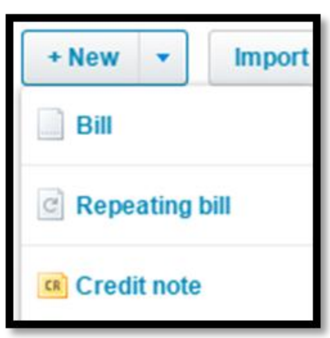

Make a payment
Amount Paid
3024.00
Date Paid
4 Jul 2015
Paid From
090 - Business Ban
Reference
Add Payment

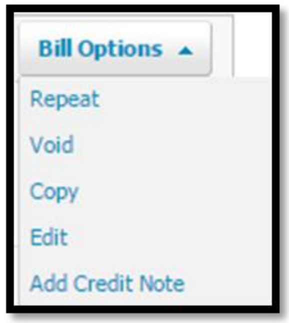

History & Notes
Approved by Jon Jenkins on 4 Jul 2015 at 14:01p.m.
123456 from ABC Furniture for 3,024.00.
Hide History (2 entries)
Add Note
Changes
Date
User
Details
Approved
4 Jul 2015 2:01 p.m.
Jon Jenkins
123456 from ABC
Created
4 Jul 2015 1:11 p.m.
Jon Jenkins
123456 from ABC

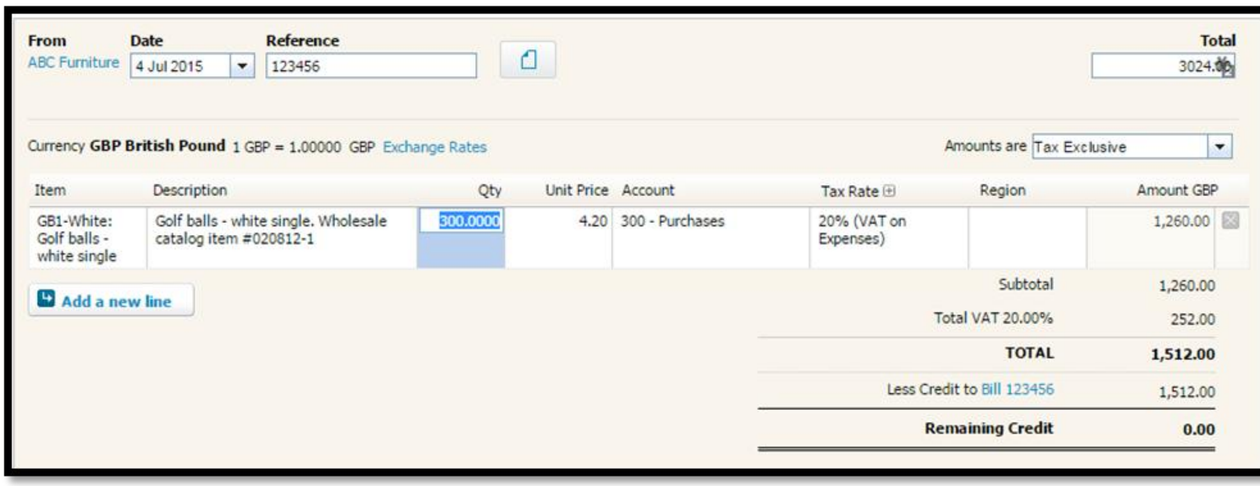

Repeat this transaction every
1
Month(s)
Bill Date
4 Jul 2015
Due Date
Due
of the following month
End Date (Optional)
Save as Draft
Approve
Currency rate (when applicable) will be set on invoice creation date.

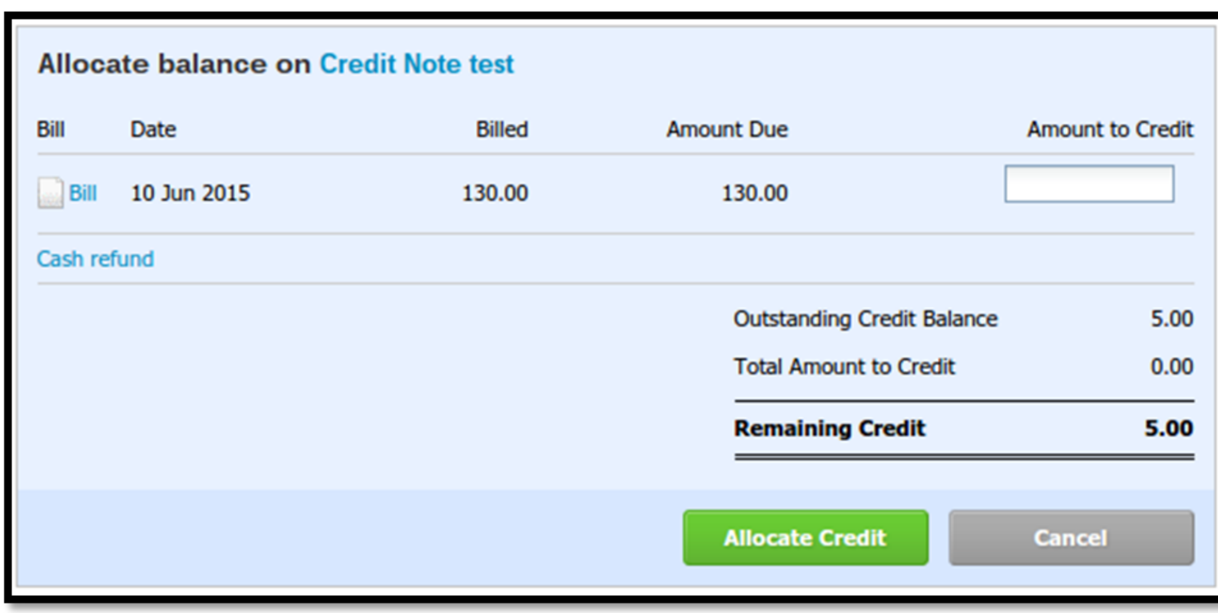

Xero Network Key
This must be provided by the contact
Key


Your Xero Network key: 2FAAJ2KTHRVZOSZ11O6XUVLC0J9SXD

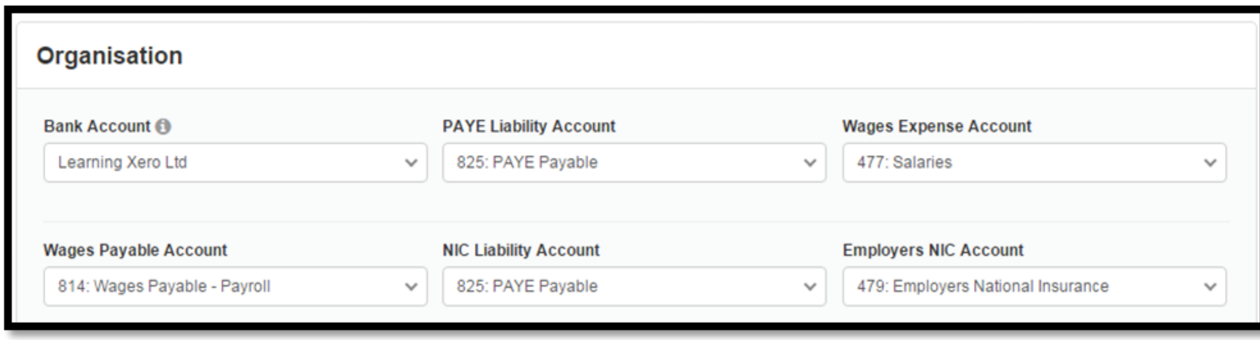

+ New
Import
Bill
Repeating bill
CR
Credit note

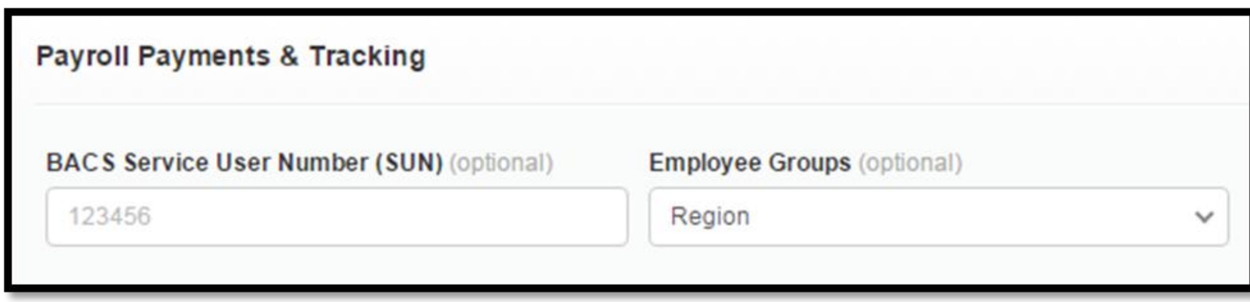

Bill Options
Repeat
Void
Copy
Edit
Add Credit Note

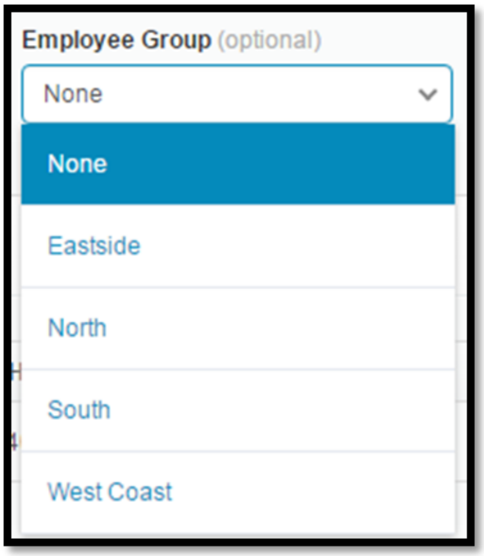

From
ABC Furniture
Date
4 Jul 2015
Reference
123456
Total
3024.00
Currency GBP British Pound 1 GBP = 1.00000 GBP Exchange Rates
Amounts are Tax Exclusive
Item
Description
Qty
Unit Price
Account
Tax Rate
Region
Amount GBP
GB1-White: Golf balls - white single
Golf balls - white single. Wholesale catalog item #020812-1
300.0000
4.20
300 - Purchases
20% (VAT on Expenses)
1,260.00
Add a new line
Subtotal 1,260.00
Total VAT 20.00% 252.00
TOTAL 1,512.00
Less Credit to Bill 123456 1,512.00
Remaining Credit 0.00


Allocate balance on Credit Note test
Bill
Date
Billed
Amount Due
Amount to Credit
Bill
10 Jun 2015
130.00
130.00
Cash refund
Outstanding Credit Balance 5.00
Total Amount to Credit 0.00
Remaining Credit 5.00
Allocate Credit
Cancel

Chapter 5: Processing Payroll

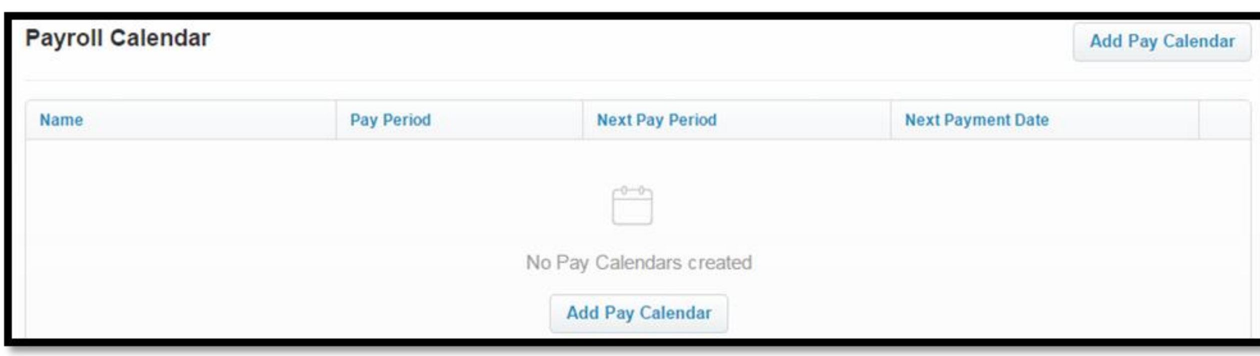


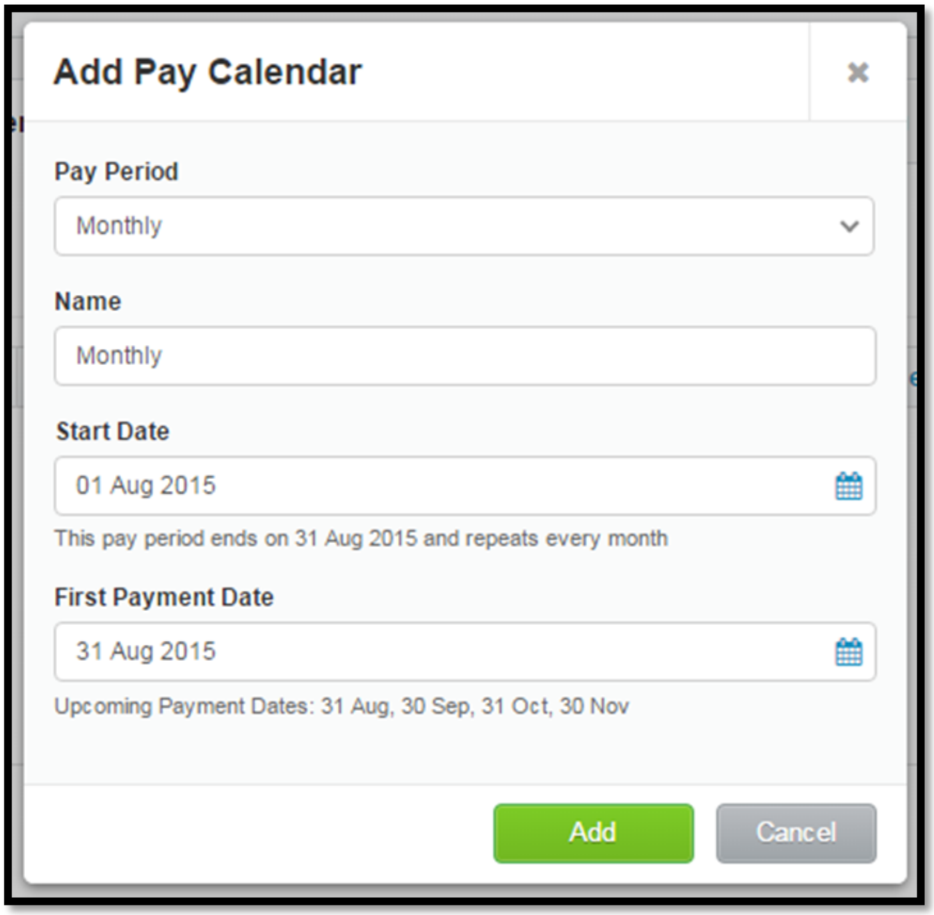



Employee Group (optional)
None
None
Eastside
North
South
West Coast

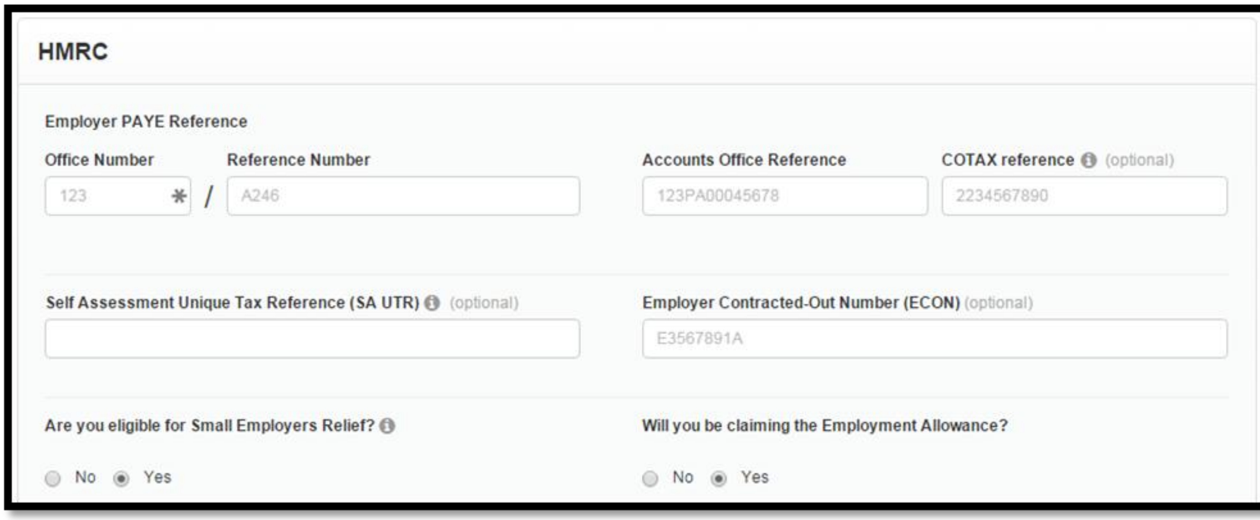

Your settings have been saved.


31
Pay Calendars
Pick when your employees will get paid.
Add Pay Calendars


Payroll Calendar
Add Pay Calendar
Name
Pay Period
Next Pay Period
Next Payment Date
No Pay Calendars created
Add Pay Calendar


Add Pay Calendar
Pay Period
Monthly
Name
Monthly
Start Date
01 Aug 2015
This pay period ends on 31 Aug 2015 and repeats every month
First Payment Date
31 Aug 2015
Upcoming Payment Dates: 31 Aug, 30 Sep, 31 Oct, 30 Nov
Add
Cancel

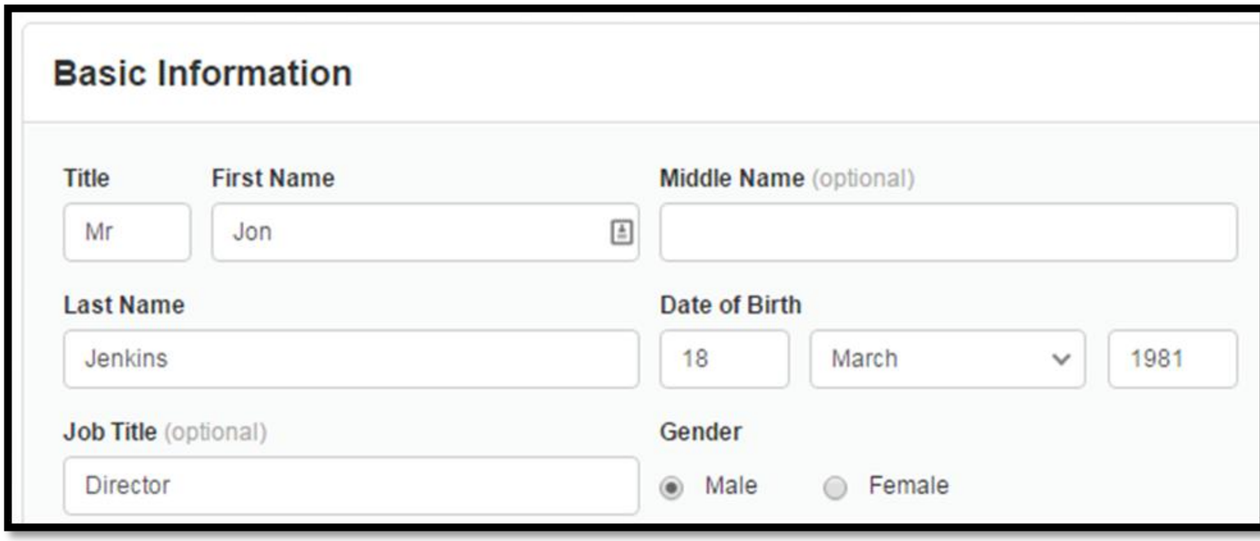

Tax Information
Setup tax information for your company.
Add Tax Information

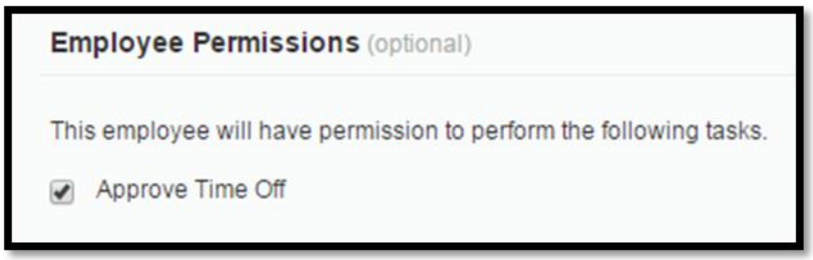

HMRC
Employer PAYE Reference
Office Number
Reference Number
123
A246
Accounts Office Reference
123PA00045678
COTAX reference (optional)
2234567890
Self Assessment Unique Tax Reference (SA UTR) (optional)
Employer Contracted-Out Number (ECON) (optional)
E3567891A
Are you eligible for Small Employers Relief?
No Yes
Will you be claiming the Employment Allowance?
No Yes

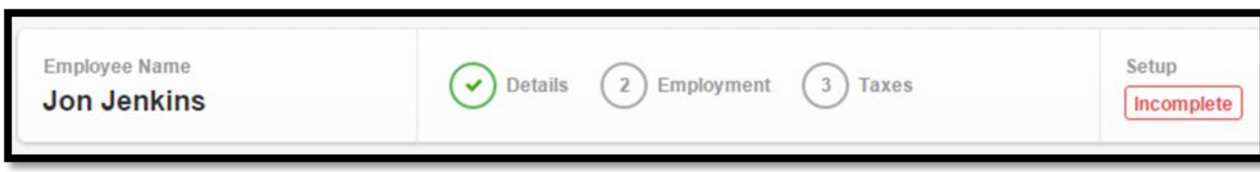

RTI Submission
User ID
Password
Are you submitting to RTI as an agent?
No Yes

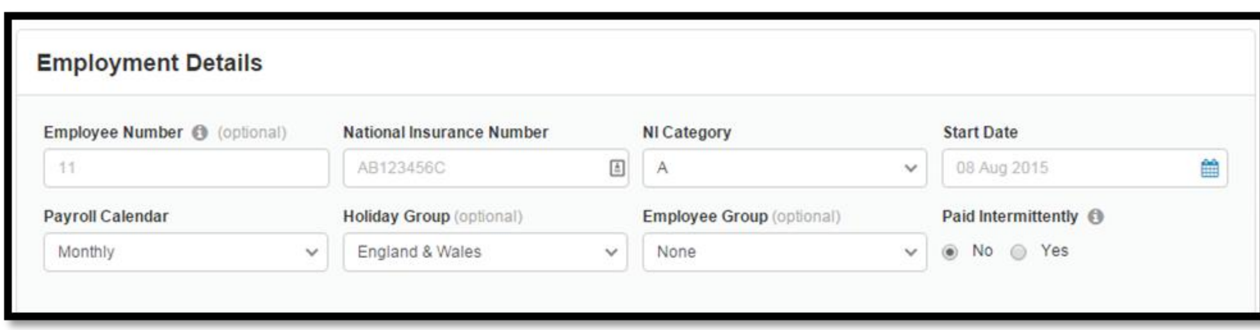

HMRC could not validate your credentials. Please make sure you have the correct HMRC credentials and try again.

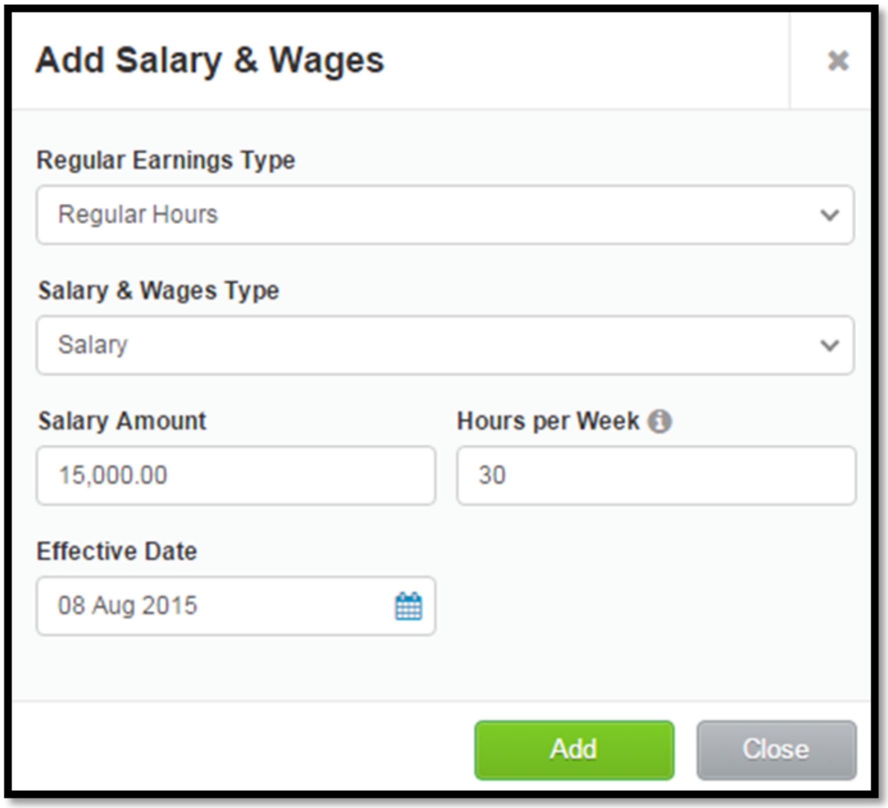

Employees
Add your first employee into the system!
Add Employees

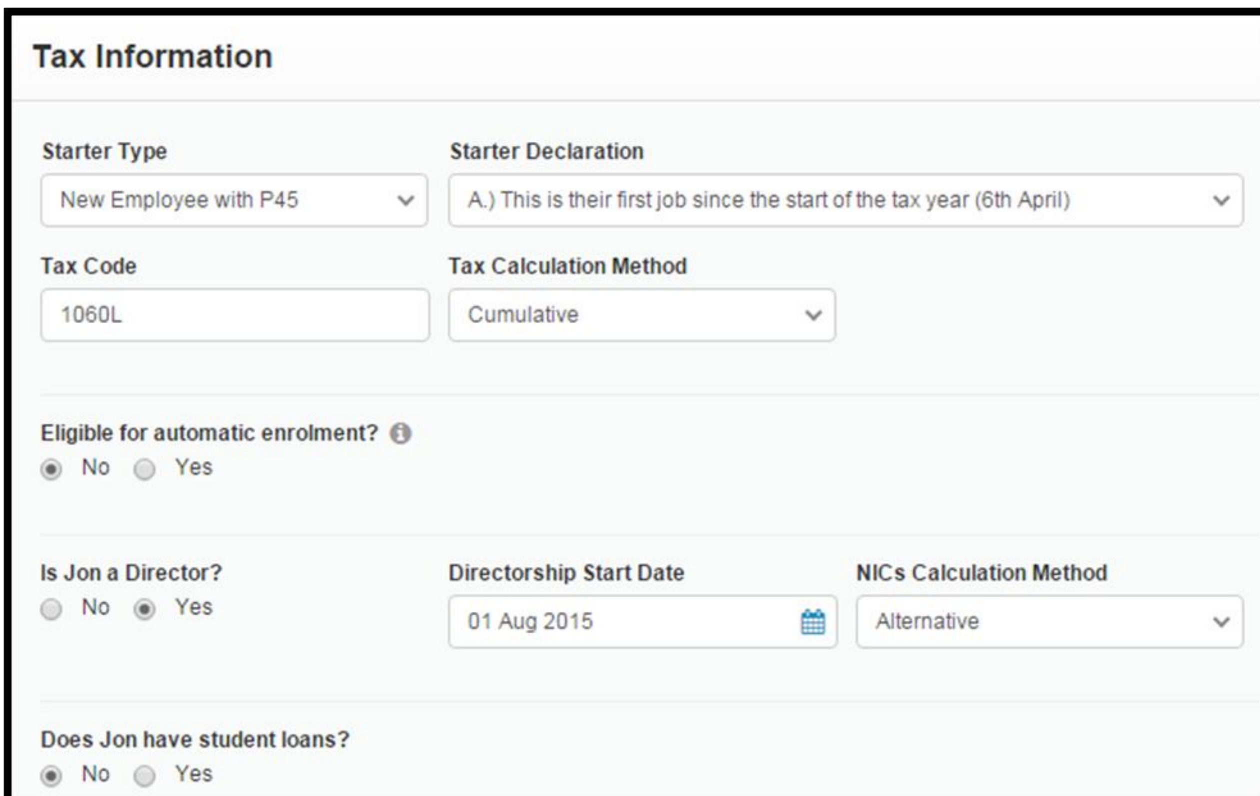

Basic Information
Title
Mr
First Name
Jon
Middle Name (optional)
Last Name
Jenkins
Date of Birth
18
March
1981
Job Title (optional)
Director
Gender
Male
Female

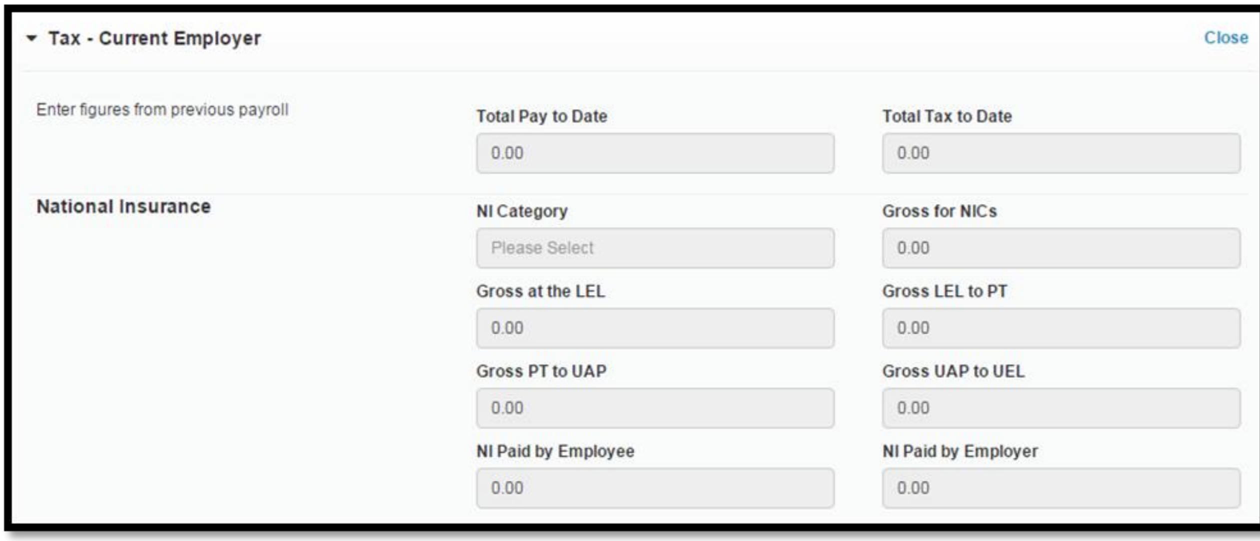

Employee Permissions (optional)
This employee will have permission to perform the following tasks.
Approve Time Off

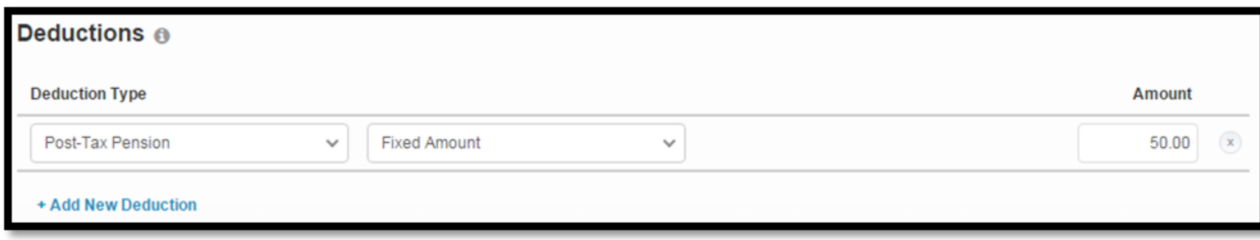

Employee Name
Jon Jenkins
Details
2 Employment
3 Taxes
Setup
Incomplete


Employment Details
Employee Number (optional)
11
National Insurance Number
AB123456C
NI Category
A
Start Date
08 Aug 2015
Payroll Calendar
Monthly
Holiday Group (optional)
England & Wales
Employee Group (optional)
None
Paid Intermittently
No
Yes


Add Salary & Wages
Regular Earnings Type
Regular Hours
Salary & Wages Type
Salary
Salary Amount
15,000.00
Hours per Week
30
Effective Date
08 Aug 2015
Add
Close

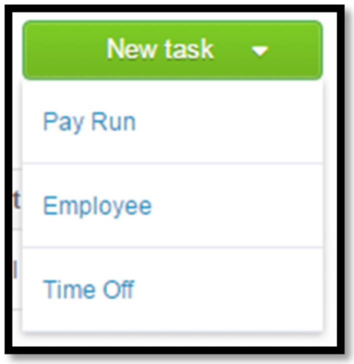

Tax Information
Starter Type
New Employee with P45
Starter Declaration
A.) This is their first job since the start of the tax year (6th April)
Tax Code
1060L
Tax Calculation Method
Cumulative
Eligible for automatic enrolment?
No
Yes
Is Jon a Director?
No
Yes
Directorship Start Date
01 Aug 2015
NICs Calculation Method
Alternative
Does Jon have student loans?
No
Yes

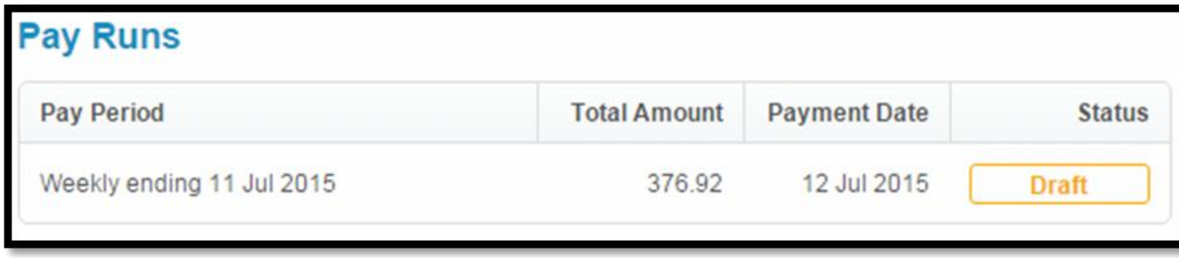

Tax - Current Employer
Close
Enter figures from previous payroll
Total Pay to Date
0.00
Total Tax to Date
0.00
National Insurance
NI Category
Please Select
Gross for NICs
0.00
Gross at the LEL
0.00
Gross LEL to PT
0.00
Gross PT to UAP
0.00
Gross UAP to UEL
0.00
NI Paid by Employee
0.00
NI Paid by Employer
0.00


Deductions
Deduction Type
Amount
Post-Tax Pension
Fixed Amount
50.00
+ Add New Deduction


Invite to My Payroll

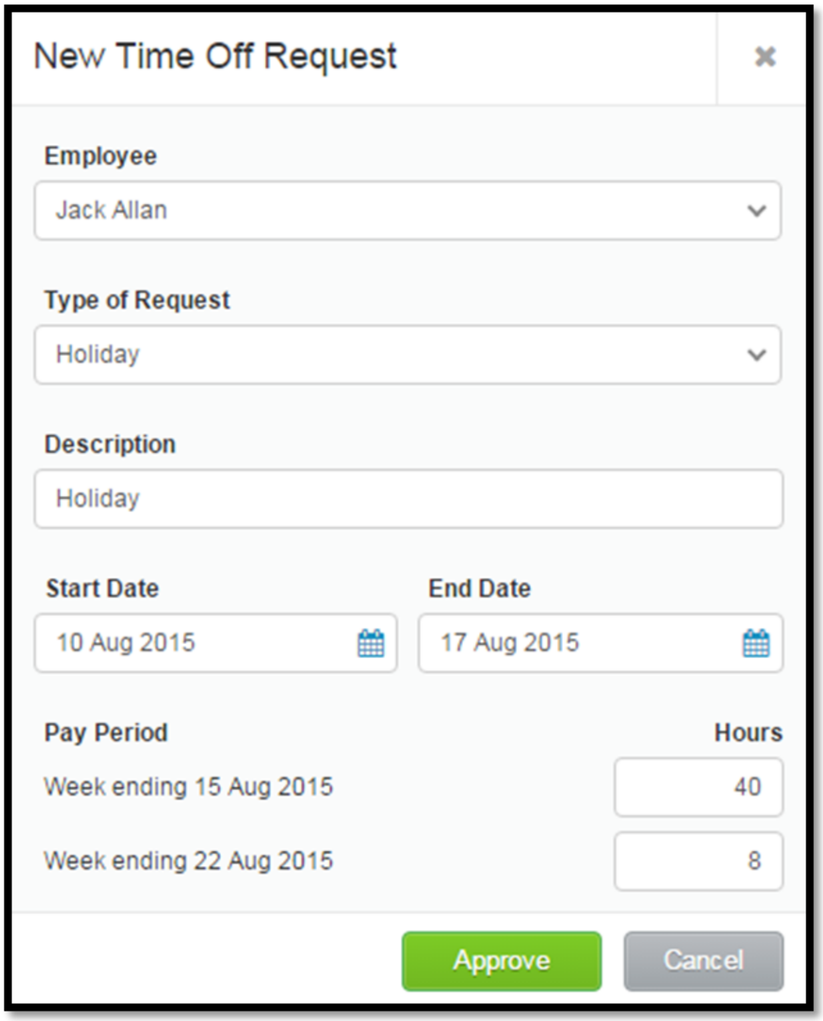

Total Payroll Last Month
6,768.49
Total Payroll Year to Date
30,737.37
Next Pay Run Date
31 Aug



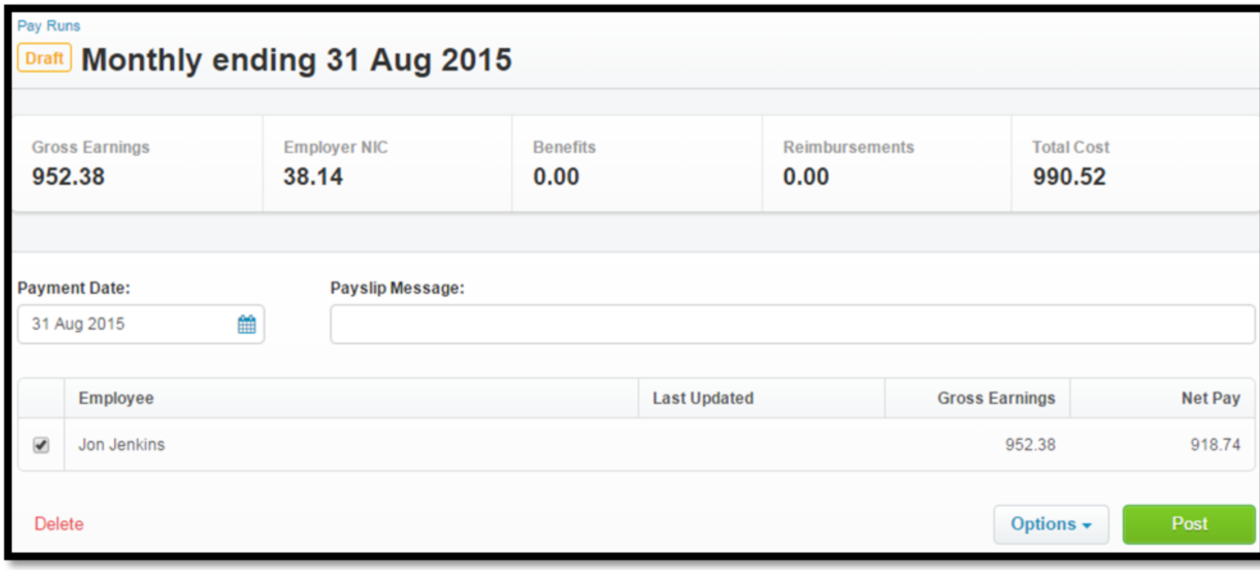


Pay Runs

Pay Period	Total Amount	Payment Date	Status
Weekly ending 11 Jul 2015	376.92	12 Jul 2015	Draft

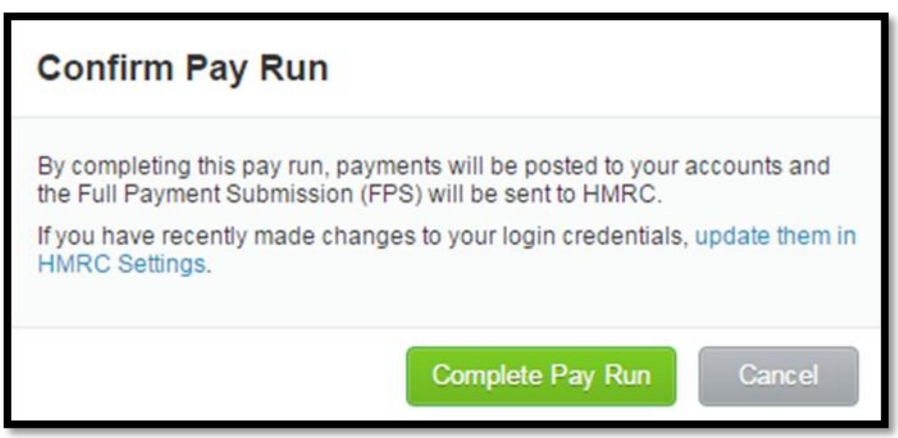

New Time Off Request
Employee
Jack Allan
Type of Request
Holiday
Description
Holiday
Start Date
10 Aug 2015
End Date
17 Aug 2015
Pay Period
Hours
Week ending 15 Aug 2015
40
Week ending 22 Aug 2015
8
Approve
Cancel

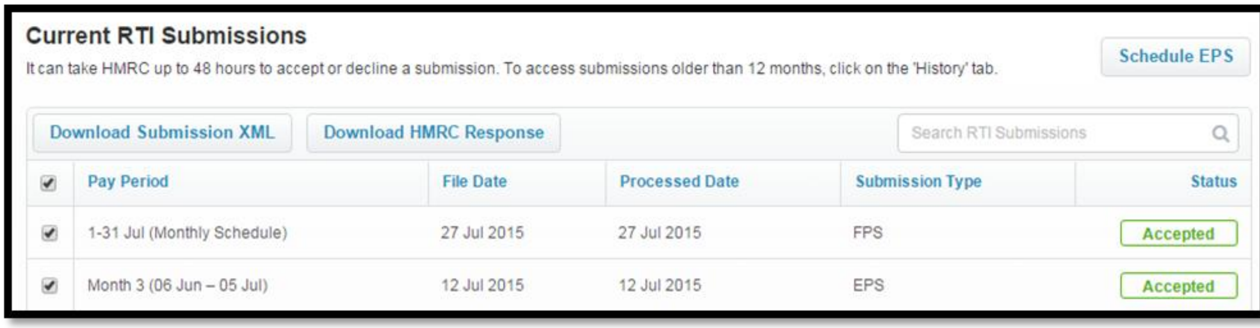

Monthly - 31 Aug 2015
Process Pay Run


Pay Runs
Draft
Monthly ending 31 Aug 2015
Gross Earnings
952.38
Employer NIC
38.14
Benefits
0.00
Reimbursements
0.00
Total Cost
990.52
Payment Date:
31 Aug 2015
Payslip Message:
Employee
Last Updated
Gross Earnings
Net Pay
Jon Jenkins
952.38
918.74
Delete
Options
Post


Earnings
Earnings Type
Rate
Amount
Regular Hours
90.0000
HOURS
9.920635
892.86
Public Holiday (Summer Bank Holiday)
6.0000
HOURS
9.920635
59.52
+ Add New Earnings
Total Earnings
952.38


Reset Payslip


Confirm Pay Run
By completing this pay run, payments will be posted to your accounts and the Full Payment Submission (FPS) will be sent to HMRC.
If you have recently made changes to your login credentials, update them in HMRC Settings.
Complete Pay Run
Cancel



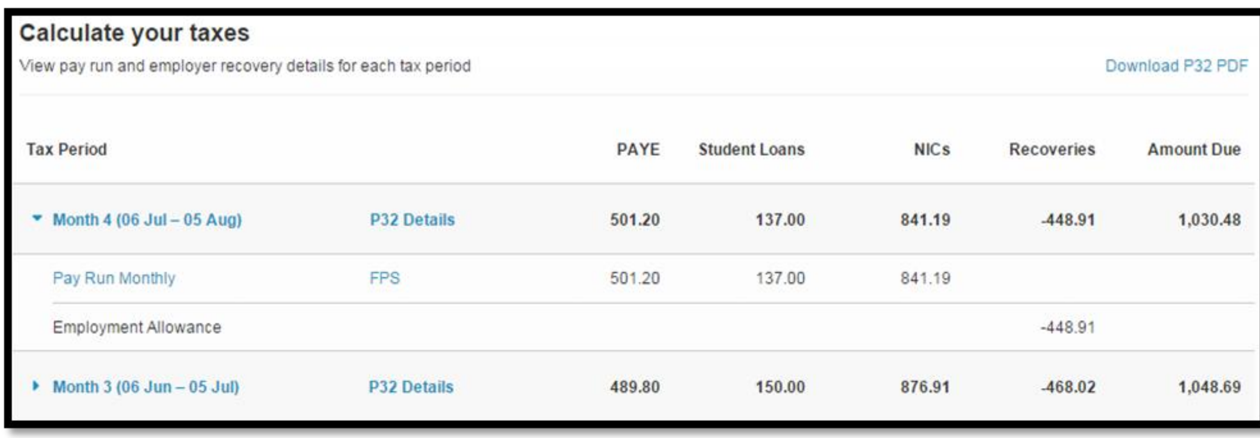
Current RTI Submissions

It can take HMRC up to 48 hours to accept or decline a submission. To access submissions older than 12 months, click on the 'History' tab.

Schedule EPS

Download Submission XML | Download HMRC Response | Search RTI Submissions

☑	Pay Period	File Date	Processed Date	Submission Type	Status
☑	1-31 Jul (Monthly Schedule)	27 Jul 2015	27 Jul 2015	FPS	Accepted
☑	Month 3 (06 Jun – 05 Jul)	12 Jul 2015	12 Jul 2015	EPS	Accepted

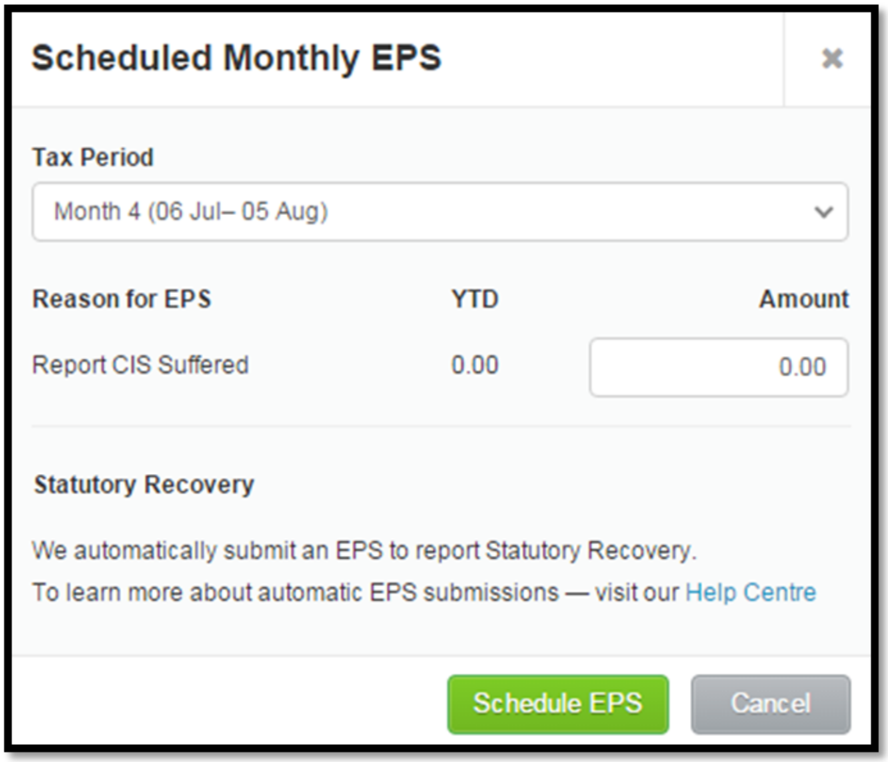


Calculate your taxes

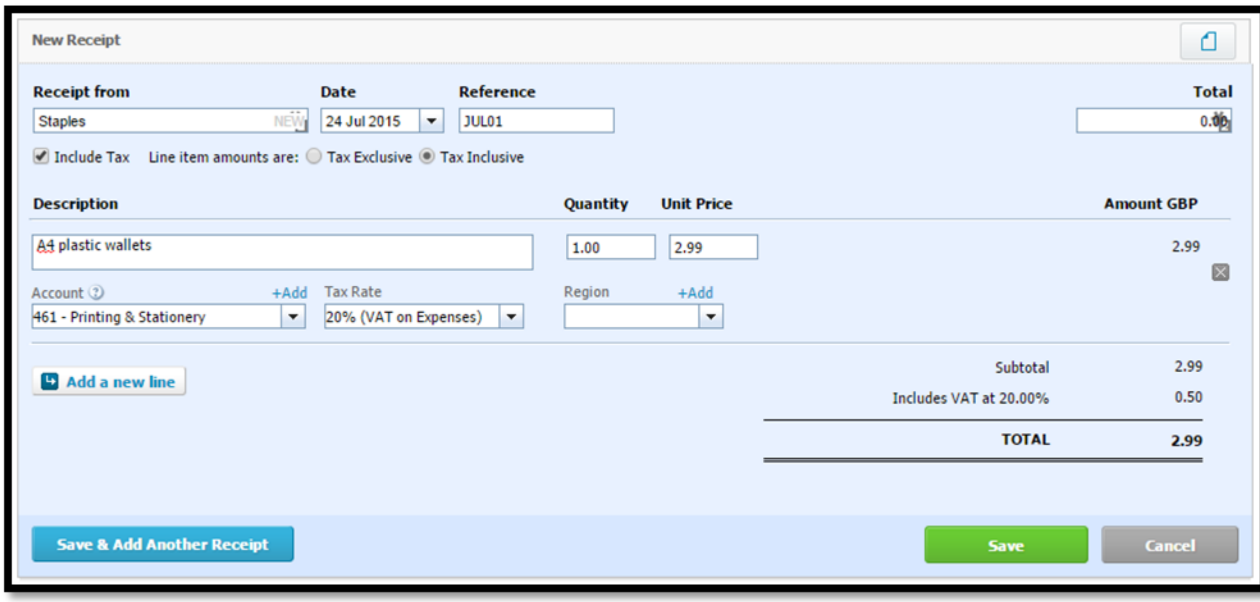
View pay run and employer recovery details for each tax period

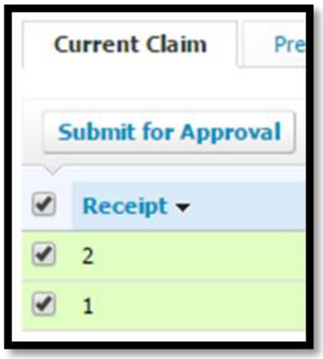
Download P32 PDF

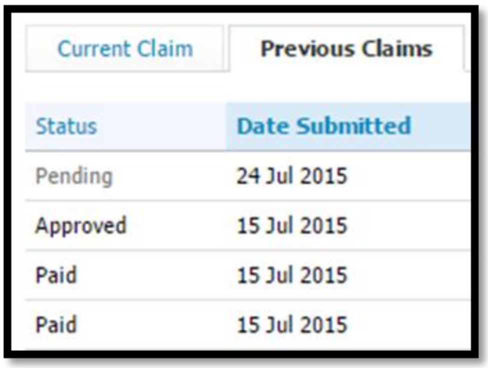
Tax Period		PAYE	Student Loans	NICs	Recoveries	Amount Due
Month 4 (06 Jul – 05 Aug)	**P32 Details**	**501.20**	**137.00**	**841.19**	**-448.91**	**1,030.48**
Pay Run Monthly	FPS	501.20	137.00	841.19		
Employment Allowance					-448.91	
Month 3 (06 Jun – 05 Jul)	**P32 Details**	**489.80**	**150.00**	**876.91**	**-468.02**	**1,048.69**

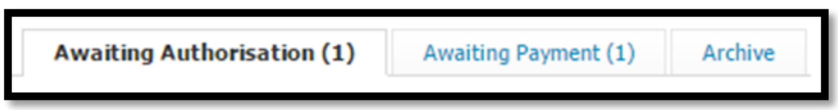

Scheduled Monthly EPS
Tax Period
Month 4 (06 Jul– 05 Aug)
Reason for EPS
YTD
Amount
Report CIS Suffered
0.00
0.00
Statutory Recovery
We automatically submit an EPS to report Statutory Recovery.
To learn more about automatic EPS submissions — visit our Help Centre
Schedule EPS
Cancel

Chapter 6: Xero Expenses and Xero Touch




Current Claim
Pre
Submit for Approval
Receipt
2
1


Current Claim
Previous Claims
Status
Date Submitted
Pending
24 Jul 2015
Approved
15 Jul 2015
Paid
15 Jul 2015
Paid
15 Jul 2015


Awaiting Authorisation (1)
Awaiting Payment (1)
Archive

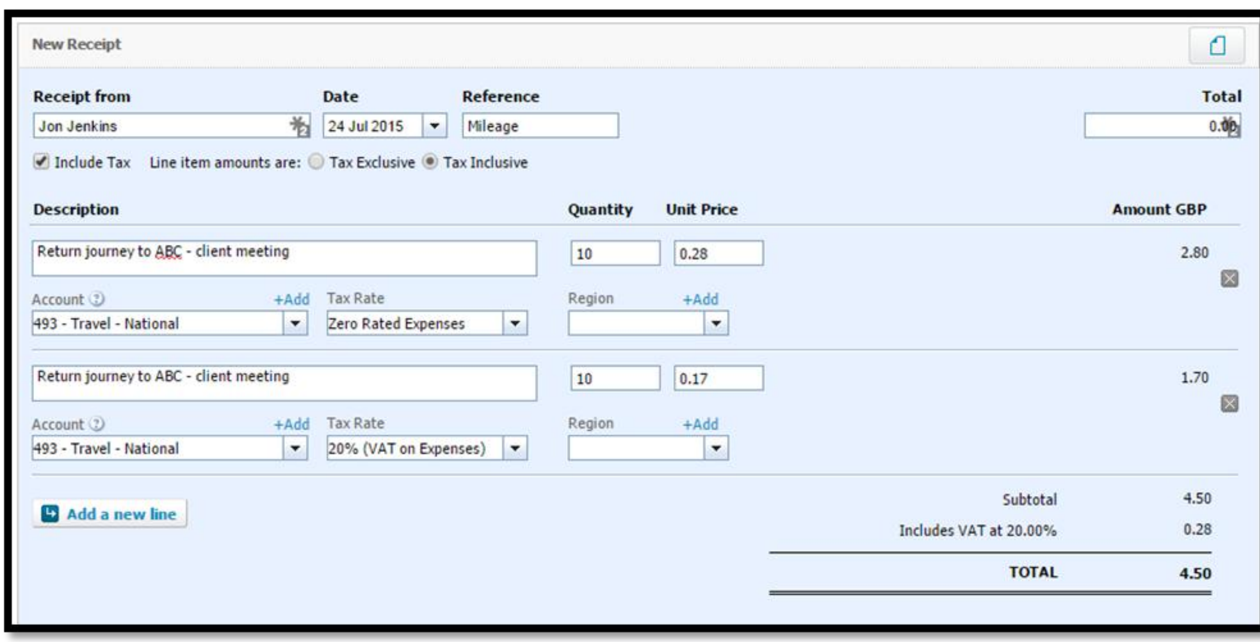

Approve
Decline
Delete
Receipt
Status
Ref
2
Awaiting Review
1
Awaiting Review

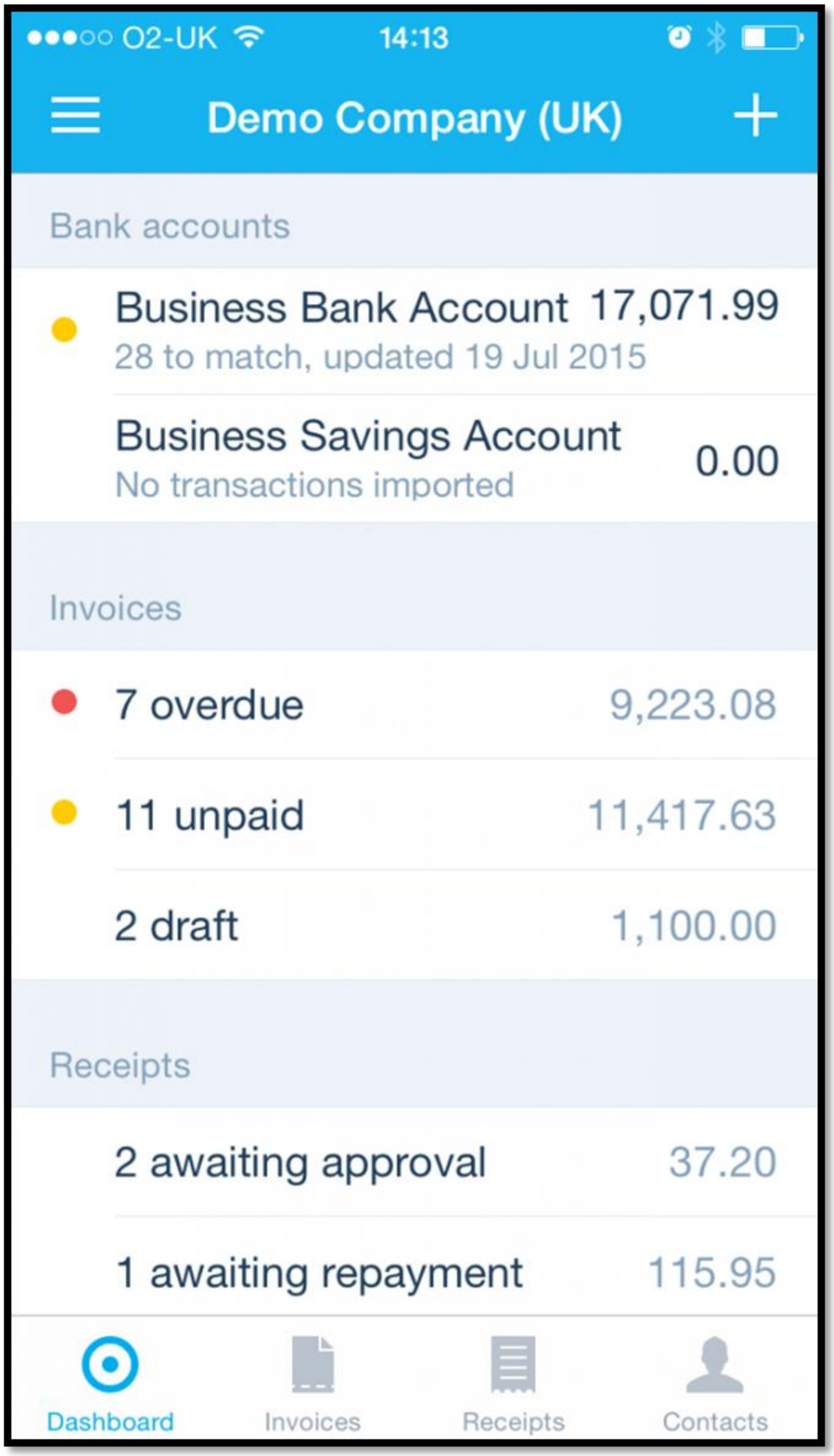

View Expense Claim Summary Report
Delete Expense Claim

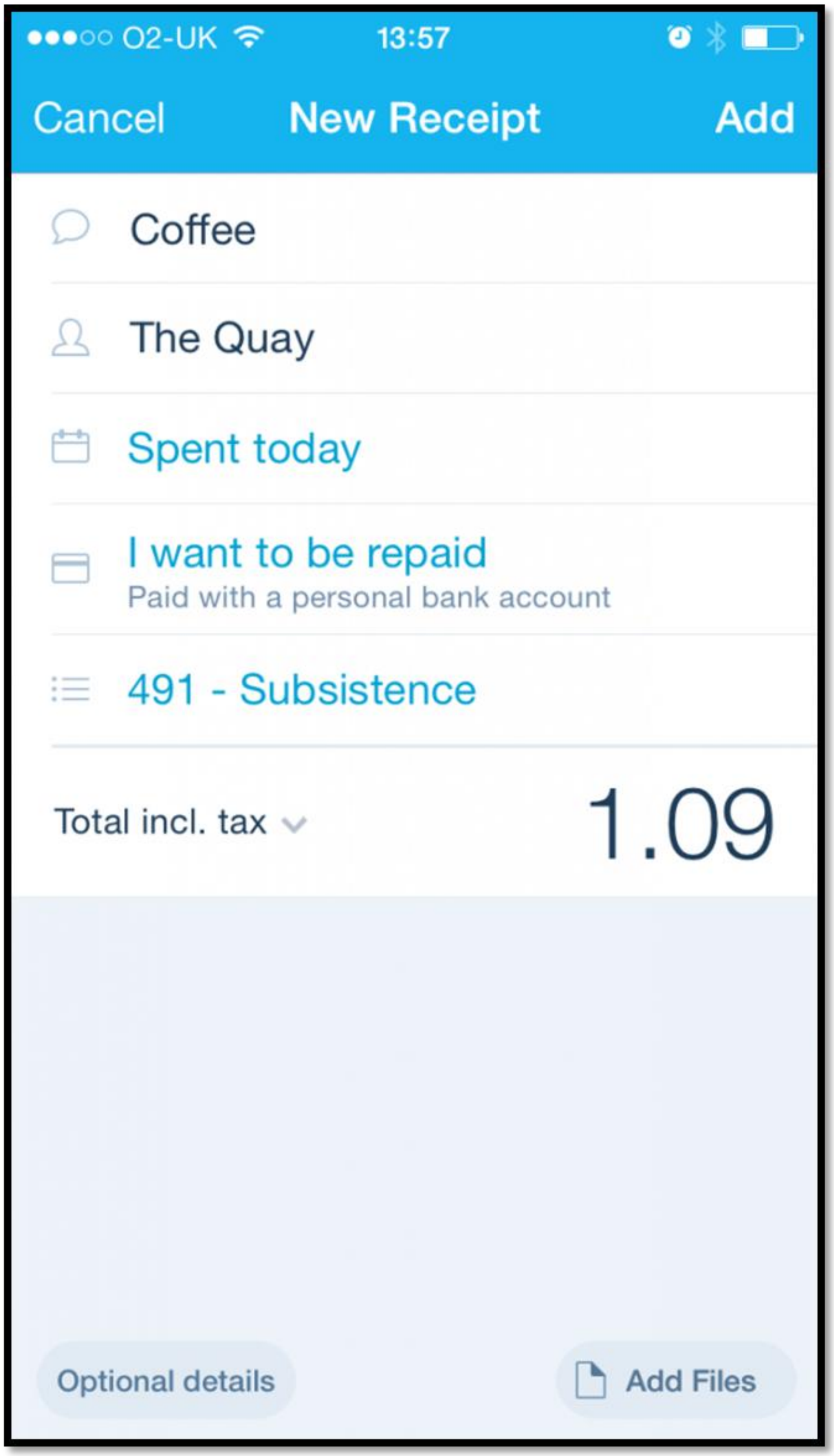

Authorise Expense Claim
All receipts have been Approved or Declined. This expense claim can now be authorised.
Payment Due Date
31 Jul 2015
Reporting Date
31 Jul 2015
Authorise


Amount Paid
37.20
Date Paid
31 Jul 2015
Paid From
090 - Business Bank Acc
Reference
Paid


Void Expense Claim

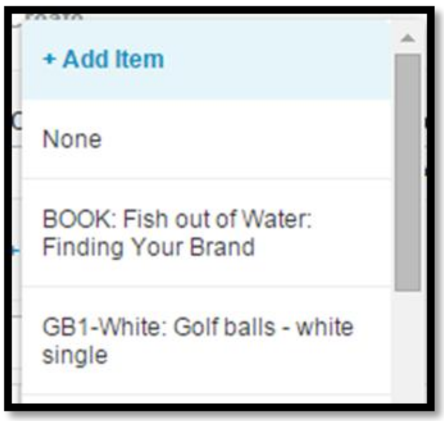

New Receipt
Receipt from
Jon Jenkins
Date
24 Jul 2015
Reference
Mileage
Total
0.00
Include Tax
Line item amounts are:
Tax Exclusive
Tax Inclusive
Description
Quantity
Unit Price
Amount GBP
Return journey to ABC - client meeting
10
0.28
2.80
Account
+Add
493 - Travel - National
Tax Rate
Zero Rated Expenses
Region
+Add
Return journey to ABC - client meeting
10
0.17
1.70
Account
+Add
493 - Travel - National
Tax Rate
20% (VAT on Expenses)
Region
+Add
Add a new line
Subtotal
4.50
Includes VAT at 20.00%
0.28
TOTAL
4.50

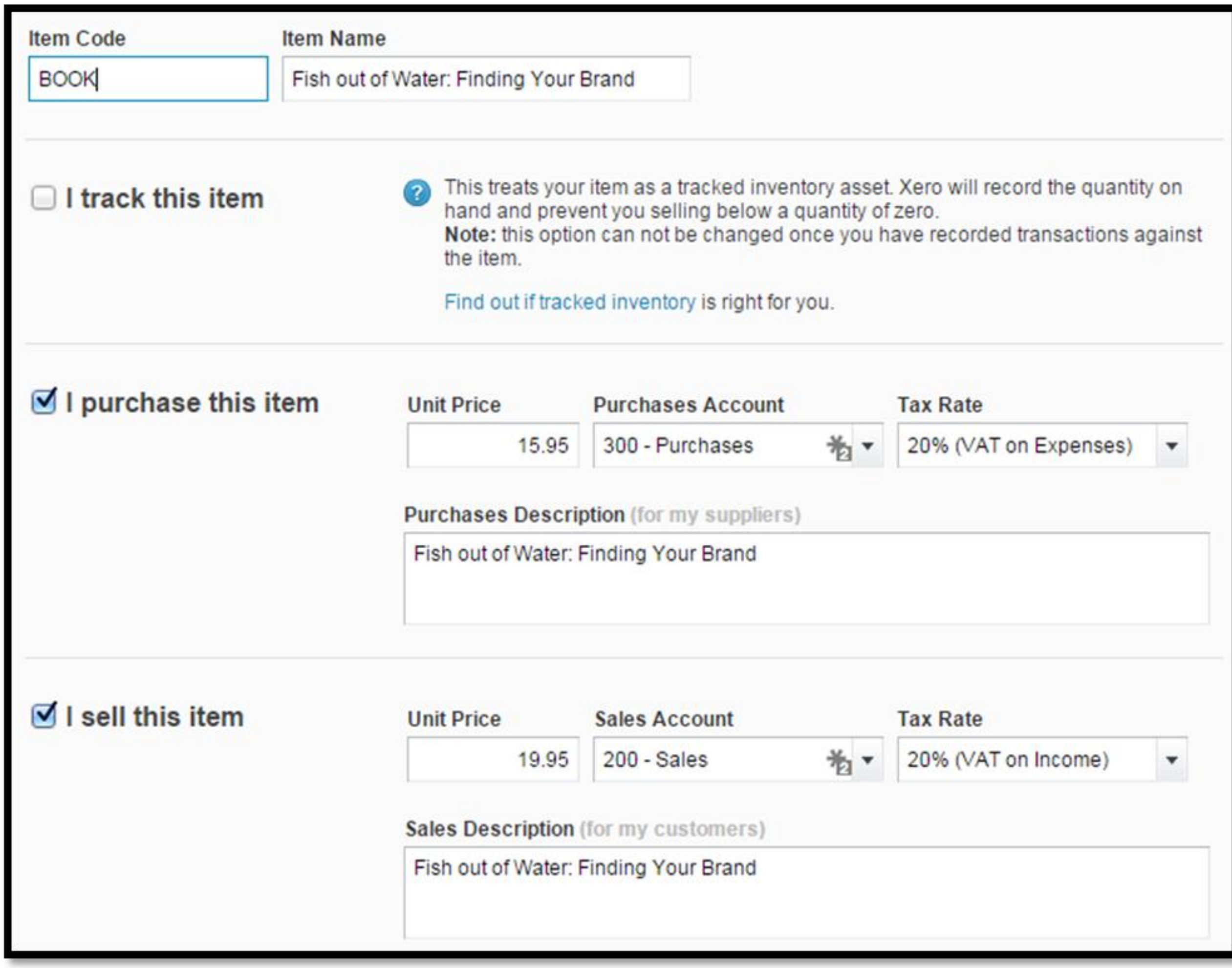

●●●○○ O2-UK
14:13
Demo Company (UK)
Bank accounts
Business Bank Account 17,071.99
28 to match, updated 19 Jul 2015
Business Savings Account
No transactions imported
0.00
Invoices
7 overdue 9,223.08
11 unpaid 11,417.63
2 draft 1,100.00
Receipts
2 awaiting approval 37.20
1 awaiting repayment 115.95
Dashboard
Invoices
Receipts
Contacts

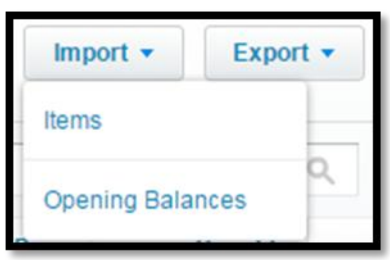

●●●○○ O2-UK
13:57
Cancel
New Receipt
Add
Coffee
The Quay
Spent today
I want to be repaid
Paid with a personal bank account
491 - Subsistence
Total incl. tax
1.09
Optional details
Add Files

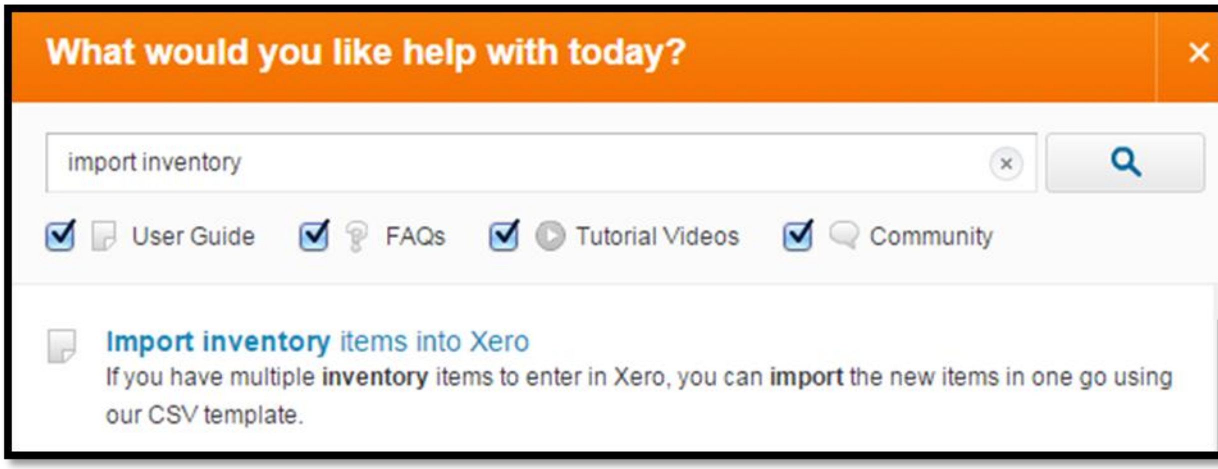
Chapter 7: Managing Inventory

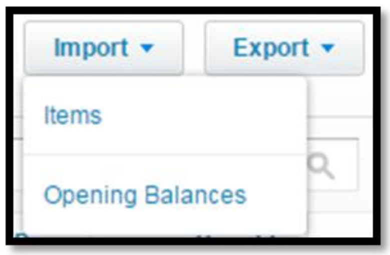
Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Region	Amount GBP
BOOK: Fish out of Water: Finding Your Brand	Fish out of Water: Finding Your Brand	1.00	19.95		200 - Sales	20% (VAT on Income)		**19.95**

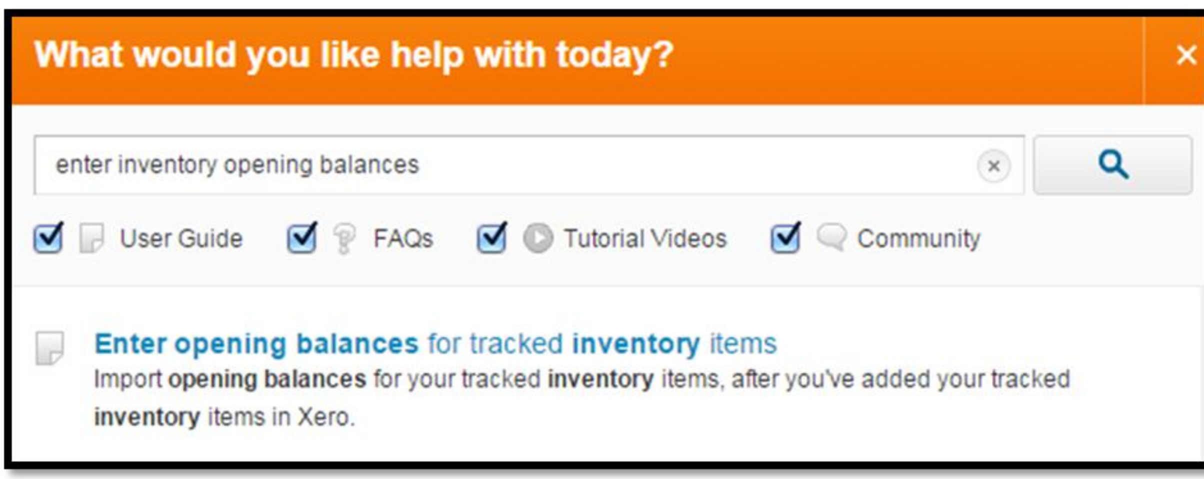



Item Code
BOOK
Item Name
Fish out of Water: Finding Your Brand
I track this item
This treats your item as a tracked inventory asset. Xero will record the quantity on hand and prevent you selling below a quantity of zero.
Note: this option can not be changed once you have recorded transactions against the item.
Find out if tracked inventory is right for you.
I purchase this item
Unit Price
15.95
Purchases Account
300 - Purchases
Tax Rate
20% (VAT on Expenses)
Purchases Description (for my suppliers)
Fish out of Water: Finding Your Brand
I sell this item
Unit Price
19.95
Sales Account
200 - Sales
Tax Rate
20% (VAT on Income)
Sales Description (for my customers)
Fish out of Water: Finding Your Brand

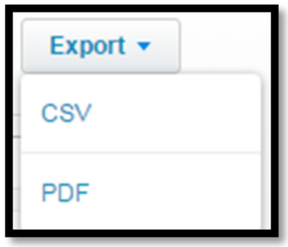

Import
Export
Items
Opening Balances

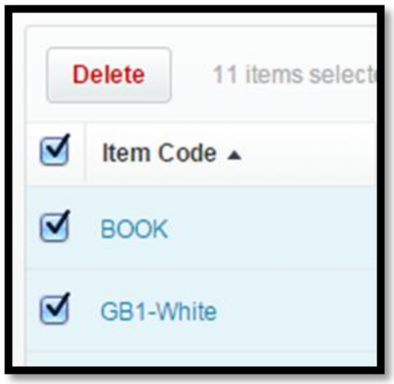

What would you like help with today?
import inventory
User Guide
FAQs
Tutorial Videos
Community
Import inventory items into Xero
If you have multiple inventory items to enter in Xero, you can import the new items in one go using our CSV template.

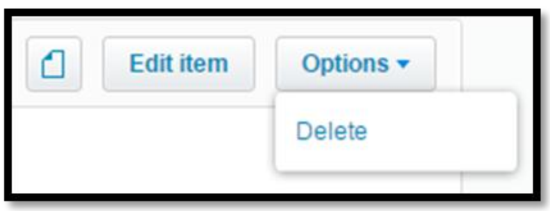

Import
Export
Items
Opening Balances

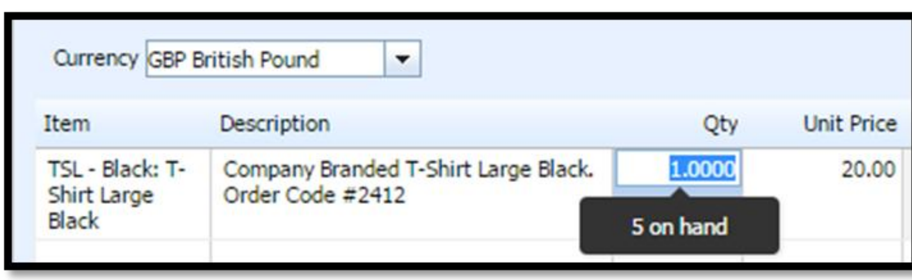

What would you like help with today?
enter inventory opening balances
User Guide
FAQs
Tutorial Videos
Community
Enter opening balances for tracked inventory items
Import opening balances for your tracked inventory items, after you've added your tracked inventory items in Xero.

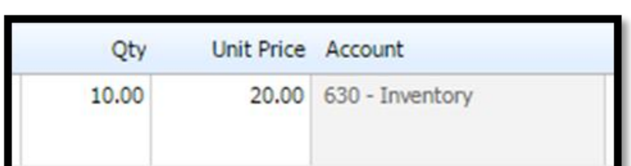

Edit item


Export
CSV
PDF


Delete
11 items selecte
Item Code
BOOK
GB1-White


Edit item
Options
Delete


Currency
GBP British Pound
Item
Description
Qty
Unit Price
TSL - Black: T-Shirt Large Black
Company Branded T-Shirt Large Black. Order Code #2412
1.0000
20.00
5 on hand


Qty
Unit Price
Account
10.00
20.00
630 - Inventory

Date	Type	Transaction	Reference	Debit
31 Jul 2015		**Opening Balance**		**0.00**
1 Aug 2015	INV	ABC Furniture - Company Branded T-Shirt Large Black. Order Code #2412	12645	200.00
Total				**200.00**
31 Aug 2015		**Closing Balance**		**200.00**

☐	TSL - Black	T-Shirt Large Black	20.00	40.00	15.00

Recent Transactions

Date	Type	Reference	Quantity	Unit Price	Total
1 Aug 2015	Bill	12645	+10	20.00	200.00
31 Mar 2014	Opening Balance		+5	20.00	100.00

Sales

Unit Price	40.00
Account	200 - Sales
Tax Rate	20% (VAT on Income)
Description	Company Branded T-Shirt Large Black. Check out our website for other offers!

Item	Description	Qty	Unit Price
TSL - Black: T-Shirt Large Black	Company Branded T-Shirt Large Black. Check out our website for other offers!	8.0000	40.00

15 on hand

☐	TSL - Black	T-Shirt Large Black	20.00	40.00	7.00

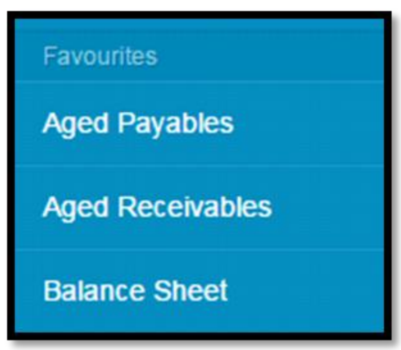
Date	Type	Transaction	Reference	Debit	Credit
1 Aug 2015	INV	Basket Case - Company Branded T-Shirt Large Black. Check out our website for other offers!	INV-0043		320.00
Total					**320.00**
31 Aug 2015		**Balance**			**320.00**

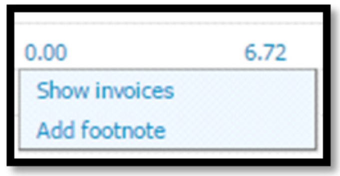
Purchases	
Unit Price	20.00
Cost of Goods Sold Account	310 - Cost of Goods Sold
Tax Rate	No VAT
Description	Company Branded T-Shirt Large Black. Order Code #2412

Date	Type	Transaction	Reference	Debit
1 Aug 2015		Basket Case		160.00
Total				**160.00**
31 Aug 2015		**Balance**		**160.00**

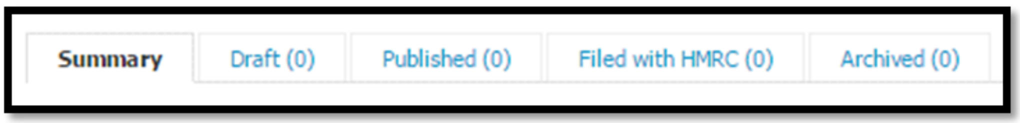
Date	Type	Transaction	Reference	Debit	Credit
31 Jul 2015		**Opening Balance**		**0.00**	
1 Aug 2015		Basket Case			160.00
1 Aug 2015	INV	ABC Furniture - Company Branded T-Shirt Large Black. Order Code #2412	12645	200.00	
Total				**200.00**	**160.00**
31 Aug 2015		**Closing Balance**		**40.00**	

Chapter 8: Real-Time Reporting



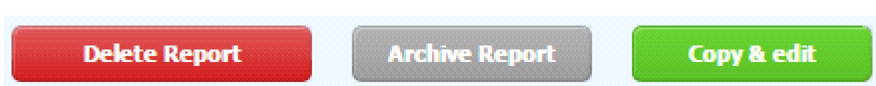

0.00
6.72
Show invoices
Add footnote

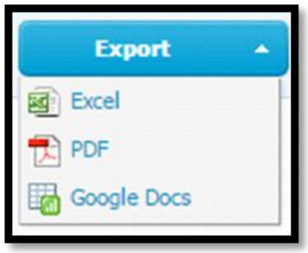

Save as Draft

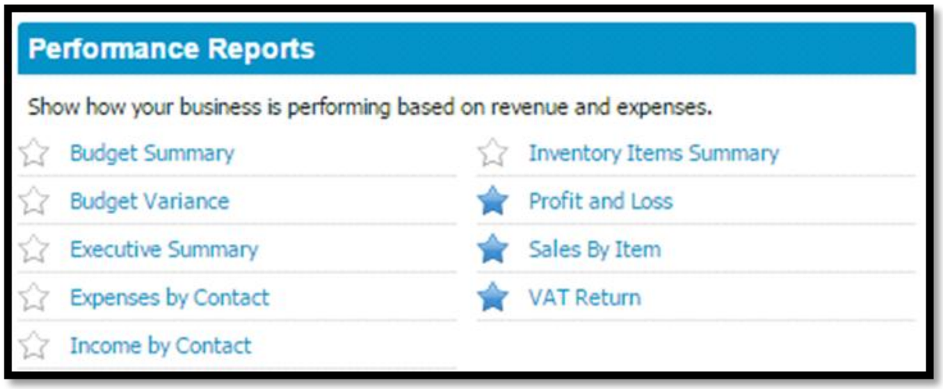

Summary
Draft (0)
Published (0)
Filed with HMRC (0)
Archived (0)

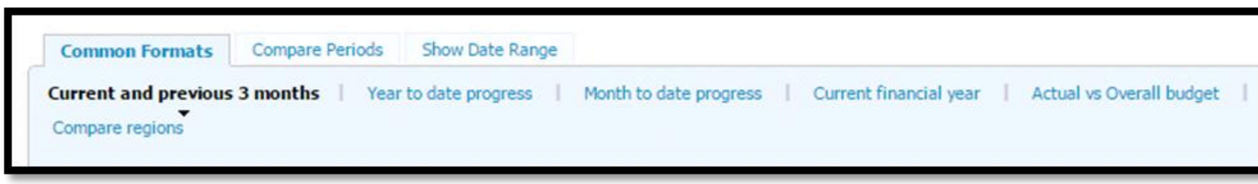

Publish

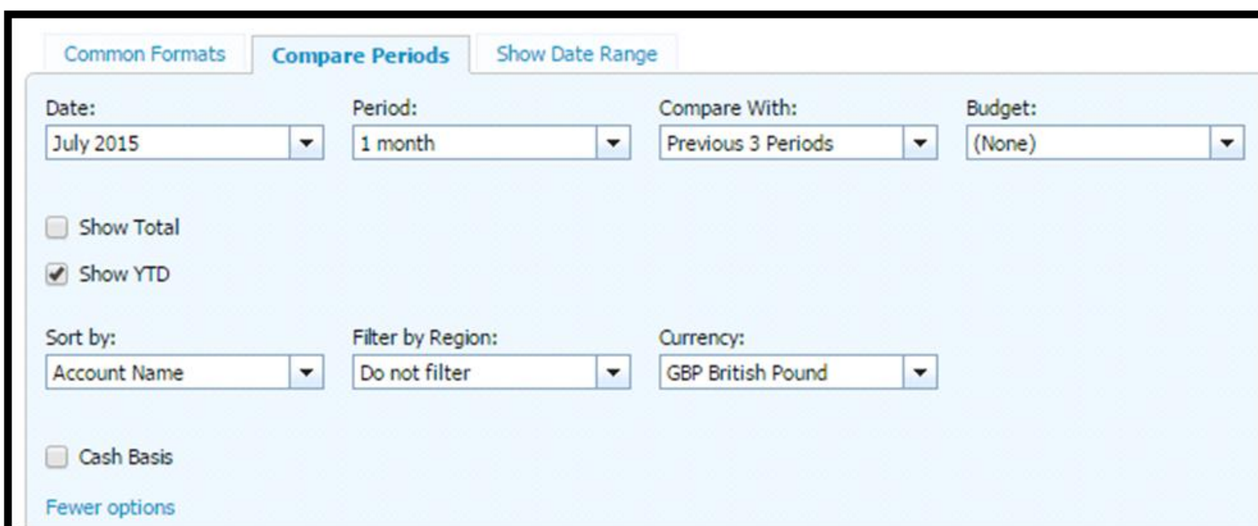

Title & Details
Title
Aged Receivables
Subtitle
Demo Company (UK)
Report date
19 July 2015
Author
Jon Jenkins

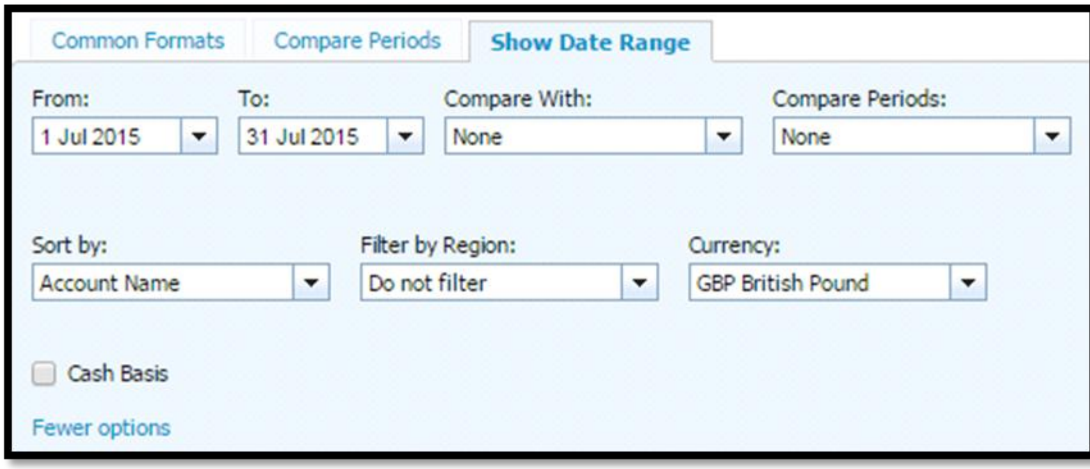

Delete Report
Archive Report
Copy & edit

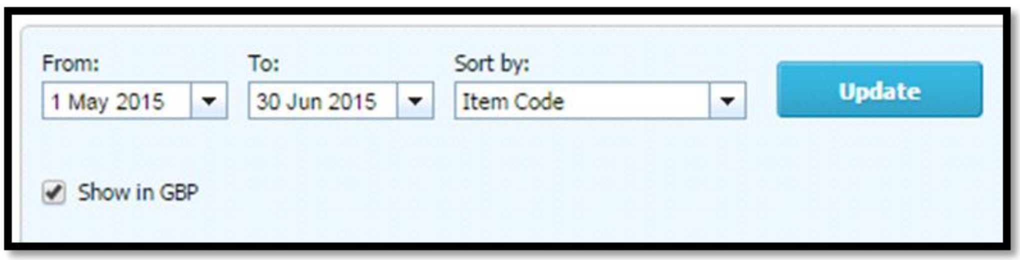

Export
Excel
PDF
Google Docs

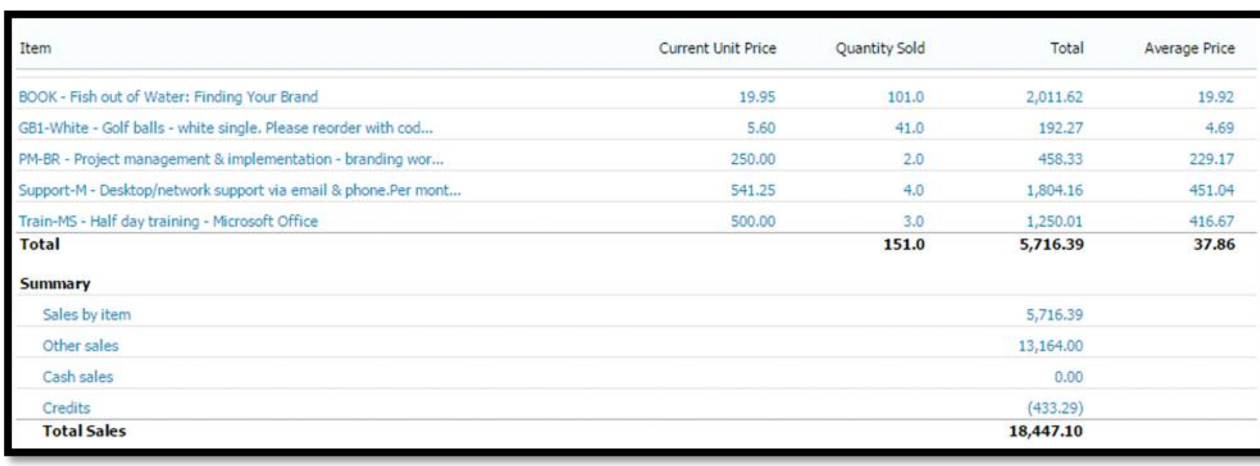

Performance Reports
Show how your business is performing based on revenue and expenses.
Budget Summary
Budget Variance
Executive Summary
Expenses by Contact
Income by Contact
Inventory Items Summary
Profit and Loss
Sales By Item
VAT Return


Common Formats
Compare Periods
Show Date Range
Current and previous 3 months
Year to date progress
Month to date progress
Current financial year
Actual vs Overall budget
Compare regions

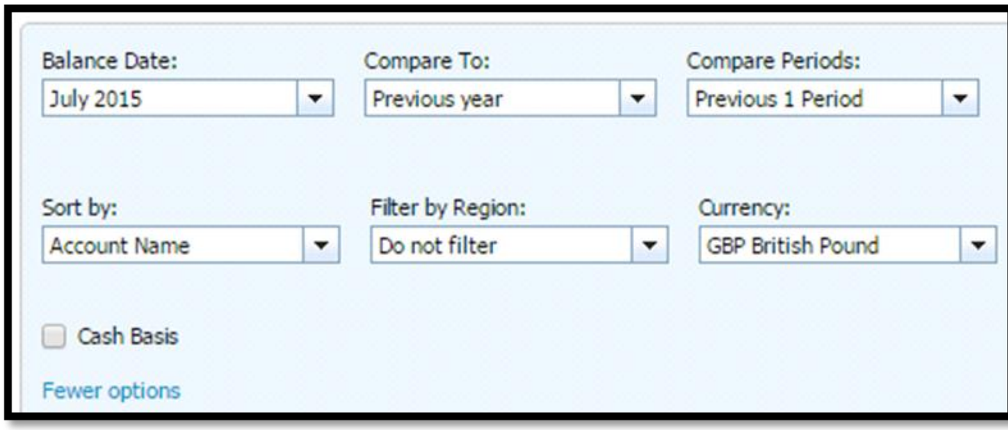

Common Formats
Compare Periods
Show Date Range
Date:
July 2015
Period:
1 month
Compare With:
Previous 3 Periods
Budget:
(None)
Show Total
Show YTD
Sort by:
Account Name
Filter by Region:
Do not filter
Currency:
GBP British Pound
Cash Basis
Fewer options

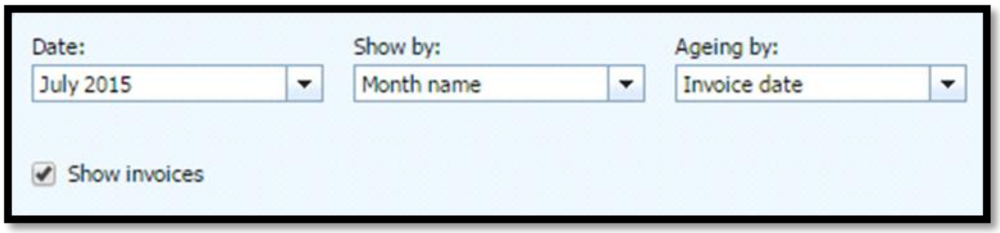


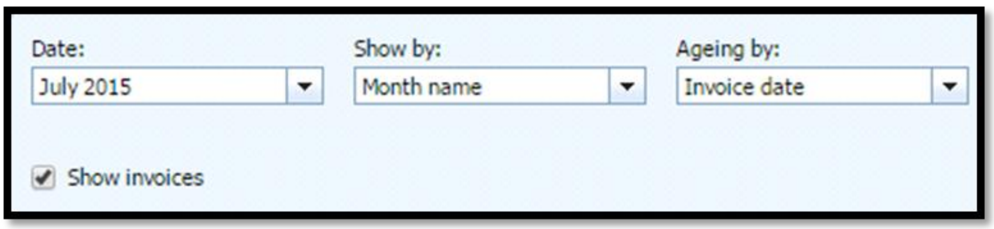




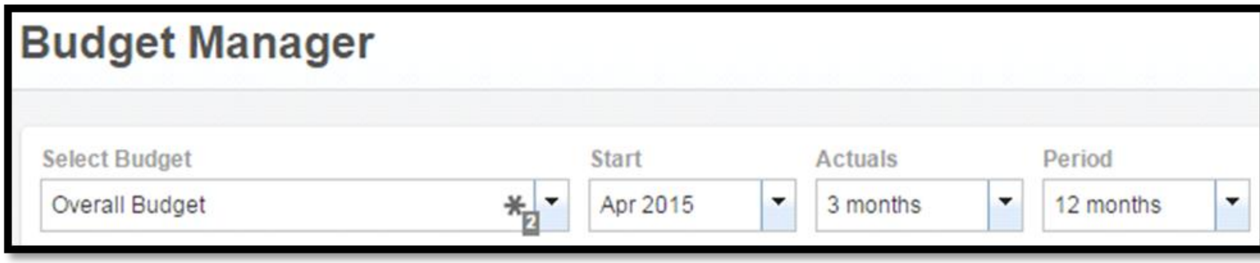
Item	Current Unit Price	Quantity Sold	Total	Average Price
BOOK - Fish out of Water: Finding Your Brand	19.95	101.0	2,011.62	19.92
GB1-White - Golf balls - white single. Please reorder with cod...	5.60	41.0	192.27	4.69
PM-BR - Project management & implementation - branding wor...	250.00	2.0	458.33	229.17
Support-M - Desktop/network support via email & phone.Per mont...	541.25	4.0	1,804.16	451.04
Train-MS - Half day training - Microsoft Office	500.00	3.0	1,250.01	416.67
Total		**151.0**	**5,716.39**	**37.86**
Summary				
Sales by item			5,716.39	
Other sales			13,164.00	
Cash sales			0.00	
Credits			(433.29)	
Total Sales			**18,447.10**	

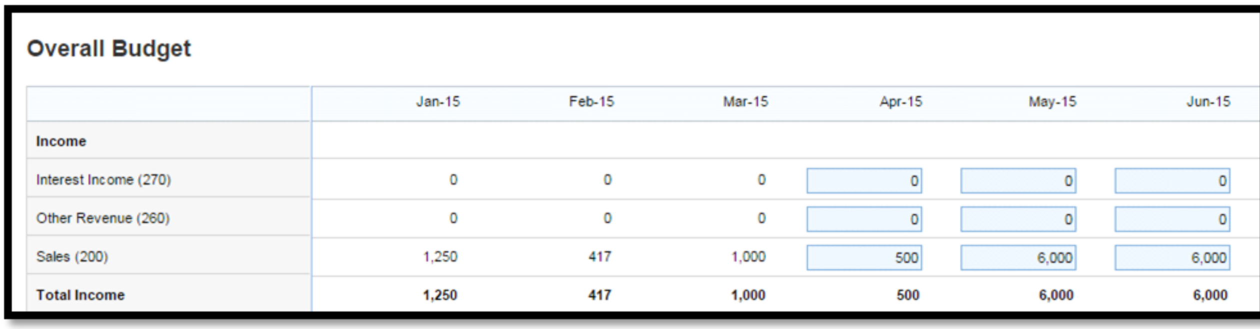

Balance Date:
July 2015
Compare To:
Previous year
Compare Periods:
Previous 1 Period
Sort by:
Account Name
Filter by Region:
Do not filter
Currency:
GBP British Pound
Cash Basis
Fewer options


Date:
July 2015
Show by:
Month name
Ageing by:
Invoice date
Show invoices

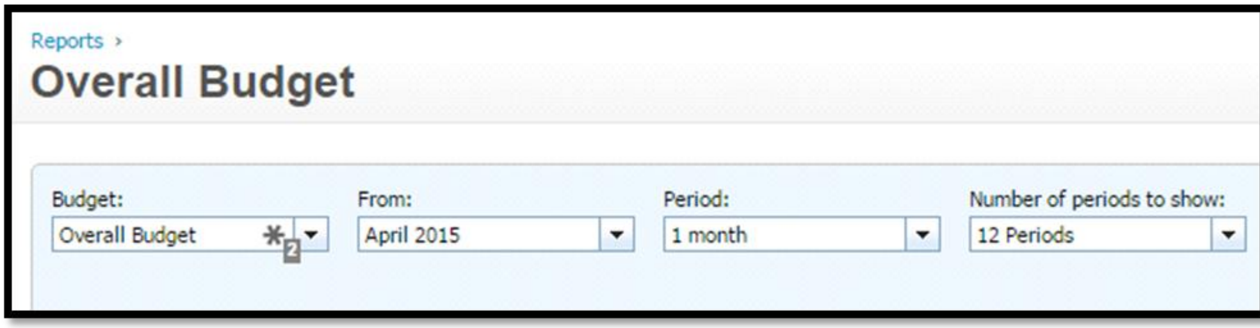

Date:
July 2015
Show by:
Month name
Ageing by:
Invoice date
Show invoices

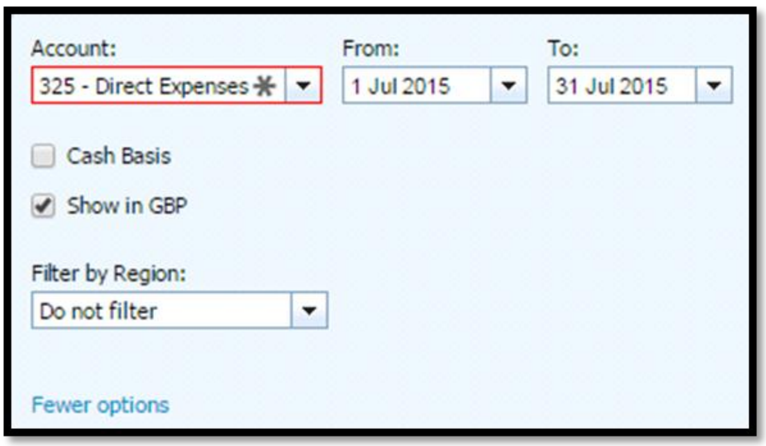

Reports
Adviser
All Reports
New Reports
Budget Manager

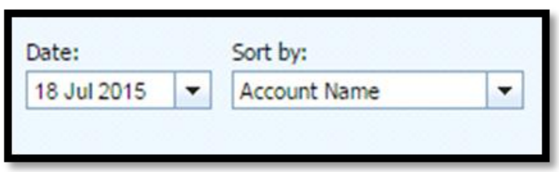


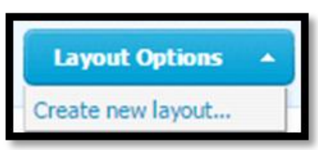

Overall Budget

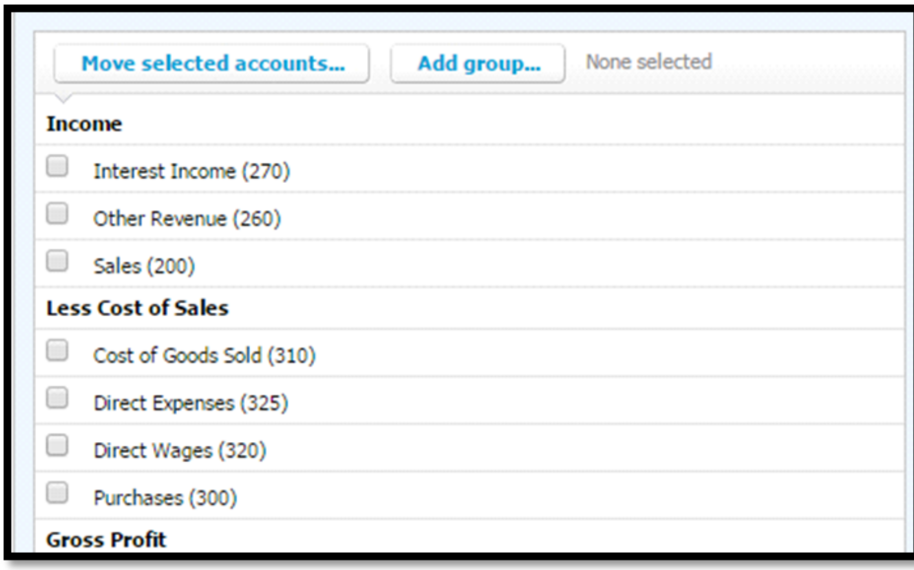
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Income						
Interest Income (270)	0	0	0	0	0	0
Other Revenue (260)	0	0	0	0	0	0
Sales (200)	1,250	417	1,000	500	6,000	6,000
Total Income	**1,250**	**417**	**1,000**	**500**	**6,000**	**6,000**


Reports ›
Overall Budget
Budget:
Overall Budget
From:
April 2015
Period:
1 month
Number of periods to show:
12 Periods


Account:
325 - Direct Expenses
From:
1 Jul 2015
To:
31 Jul 2015
Cash Basis
Show in GBP
Filter by Region:
Do not filter
Fewer options

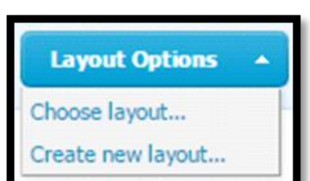

Date:
18 Jul 2015
Sort by:
Account Name


Layout Options
Create new layout...


Move selected accounts...
Add group...
None selected
Income
Interest Income (270)
Other Revenue (260)
Sales (200)
Less Cost of Sales
Cost of Goods Sold (310)
Direct Expenses (325)
Direct Wages (320)
Purchases (300)
Gross Profit


Group Accounts
Choose a name and position for these accounts:
Group name:
Establishment
Place in:
Less Operating Expenses
Show summary only
Add accounts to this group if:
Account code begins with:
Account code is within range:
to
Do not automatically add accounts to this group
OK
Cancel


Layout Details
Layout Name
new p&l
Layout Description (optional)
Make this the default Profit & Loss for all users

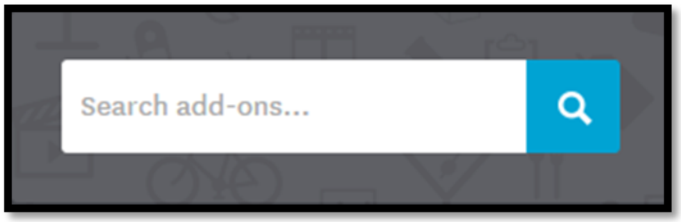

Layout Options
Choose layout...
Create new layout...

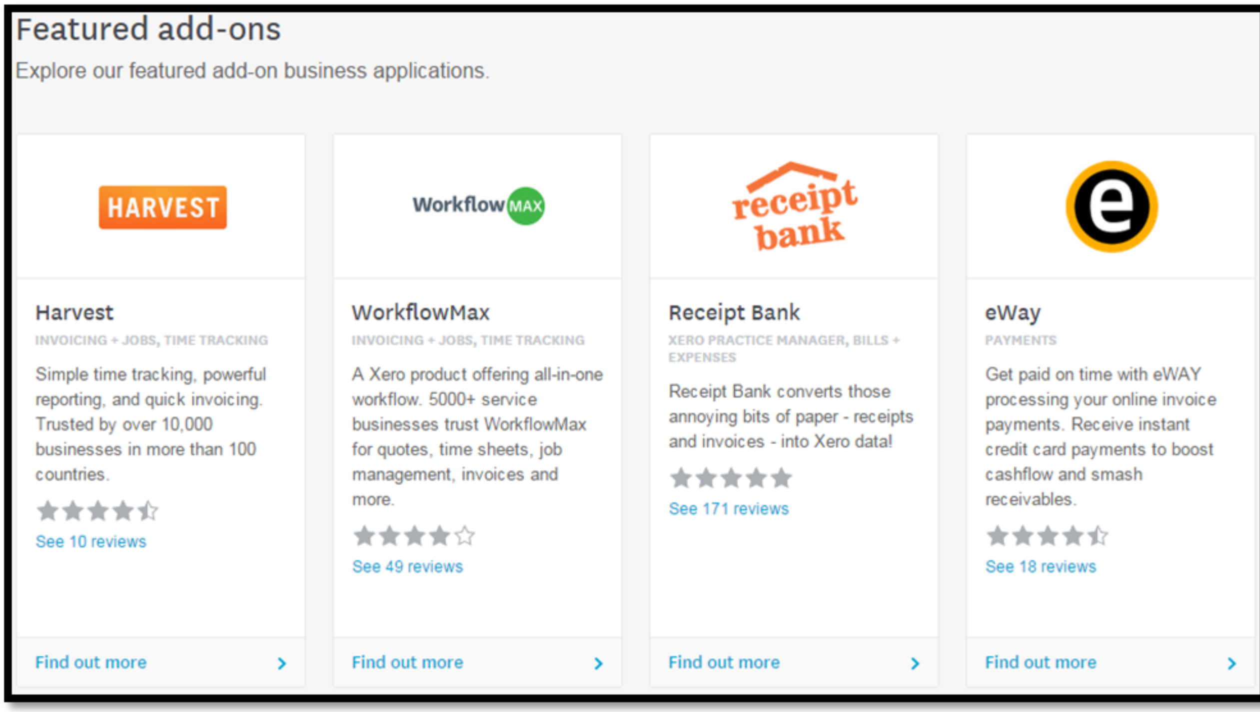

Report layout saved. Edit Layout | Save layout to my favourites (makes a copy of this layout available to your other organisations)


Wide view

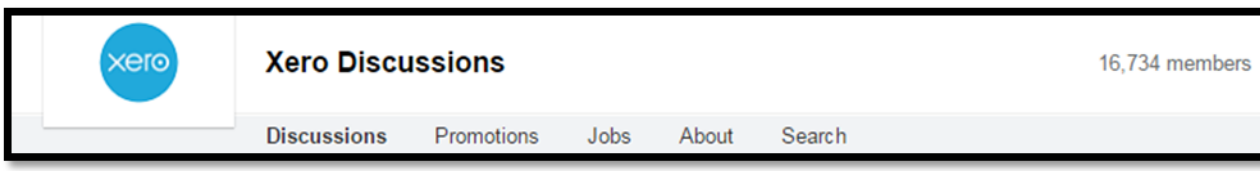

Standard view

Chapter 9: Supercharging Xero with Add-ons

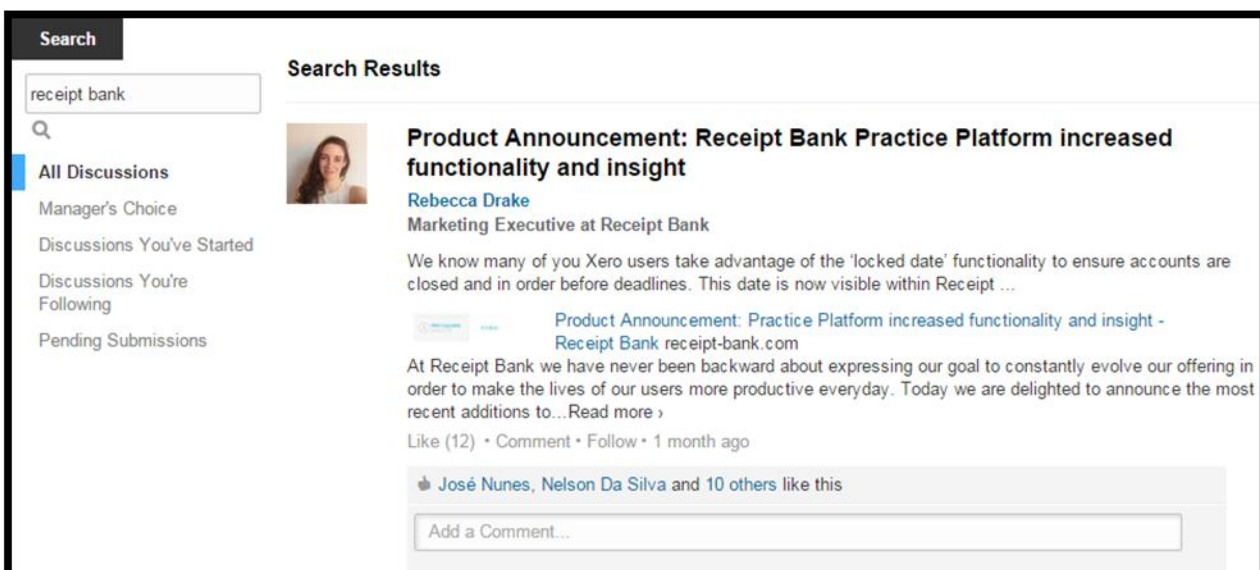




Featured add-ons
Explore our featured add-on business applications.
HARVEST
Harvest
INVOICING + JOBS, TIME TRACKING
Simple time tracking, powerful reporting, and quick invoicing. Trusted by over 10,000 businesses in more than 100 countries.
See 10 reviews
Find out more
WorkflowMAX
WorkflowMax
INVOICING + JOBS, TIME TRACKING
A Xero product offering all-in-one workflow. 5000+ service businesses trust WorkflowMax for quotes, time sheets, job management, invoices and more.
See 49 reviews
Find out more
receipt bank
Receipt Bank
XERO PRACTICE MANAGER, BILLS + EXPENSES
Receipt Bank converts those annoying bits of paper - receipts and invoices - into Xero data!
See 171 reviews
Find out more
eWay
PAYMENTS
Get paid on time with eWAY processing your online invoice payments. Receive instant credit card payments to boost cashflow and smash receivables.
See 18 reviews
Find out more



xero
Xero Discussions
16,734 members
Discussions
Promotions
Jobs
About
Search



Search
receipt bank
All Discussions
Manager's Choice
Discussions You've Started
Discussions You're Following
Pending Submissions
Search Results
Product Announcement: Receipt Bank Practice Platform increased functionality and insight
Rebecca Drake
Marketing Executive at Receipt Bank
We know many of you Xero users take advantage of the 'locked date' functionality to ensure accounts are closed and in order before deadlines. This date is now visible within Receipt ...
Product Announcement: Practice Platform increased functionality and insight - Receipt Bank receipt-bank.com
At Receipt Bank we have never been backward about expressing our goal to constantly evolve our offering in order to make the lives of our users more productive everyday. Today we are delighted to announce the most recent additions to...Read more ›
Like (12) • Comment • Follow • 1 month ago
José Nunes, Nelson Da Silva and 10 others like this
Add a Comment...

Custom-made integration

Find an approved Xero API developer to connect your proprietary systems to Xero. If you are connecting applications to Xero or building your own, there are developers available to assist.

Showing **22** '*Custom-made integration*' Add-ons

Hindsight http://www.hindsightapp.com/ Disconnect

Expense Report

Prepared for - Jon Jenkins **Date of Report** - January 31, 2014

receipt bank

Report

note: all figures are in GBP

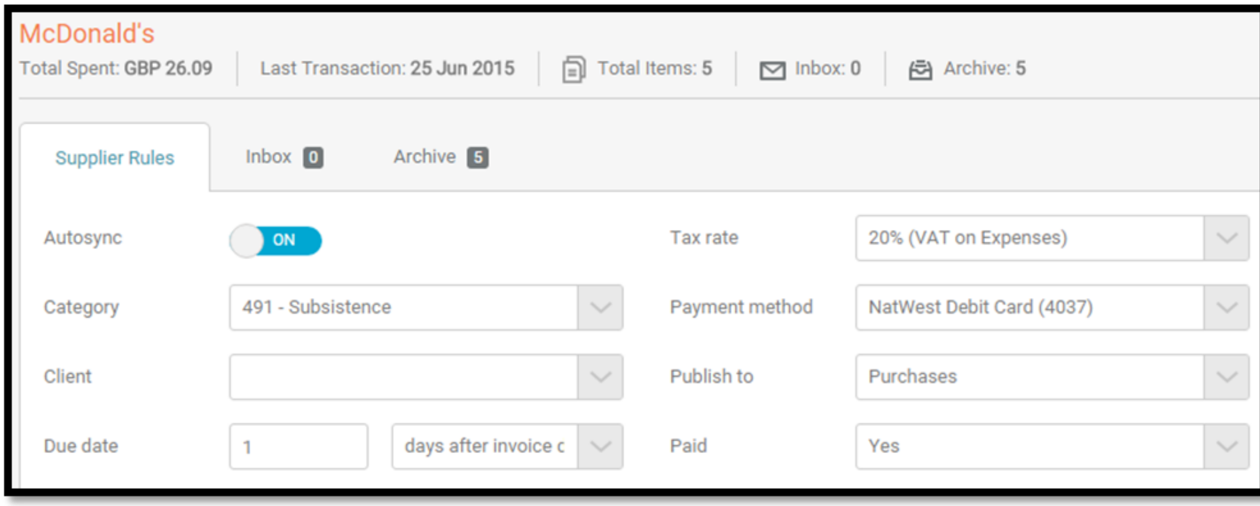
Receipt Code	Date	Supplier	Client	Comment	Total amount	VAT	Net amount	Mileage
7302496534	03/01/2014	Jon Jenkins		MAR0003 accounts Onsite return 6 mile by car at 45 ppm. (Car/van mileage this tax year is 462 miles)	2.70	0.00	2.70	2.70
7382528369	06/01/2014	Jon Jenkins		Pnc Badger & Bumble 9 mile by car at 45 ppm. (Car/van mileage this tax year is 471 miles)	4.05	0.00	4.05	4.05
7232778988	10/01/2014	Jon Jenkins		Mar0003 tax meeting 6 mile by car at 45 ppm. (Car/van mileage this tax year is 477 miles)	2.70	0.00	2.70	2.70
7242778998	16/01/2014	Jon Jenkins		Venus awards launch 9 mile by car at 45 ppm. (Car/van mileage this tax year is 486 miles)	4.05	0.00	4.05	4.05
7132779016	23/01/2014	Jon Jenkins		DOR0001 qtrly meeting 7 mile by car at 45 ppm. (Car/van mileage this tax year is 493 miles)	3.15	0.00	3.15	3.15
7122779033	24/01/2014	Jon Jenkins		Tesco ink cartridge 8 mile by car at 45 ppm. (Car/van mileage this tax year is 501 miles)	3.60	0.00	3.60	3.60
Total					**20.25**	**0.00**	**20.25**	**20.25**

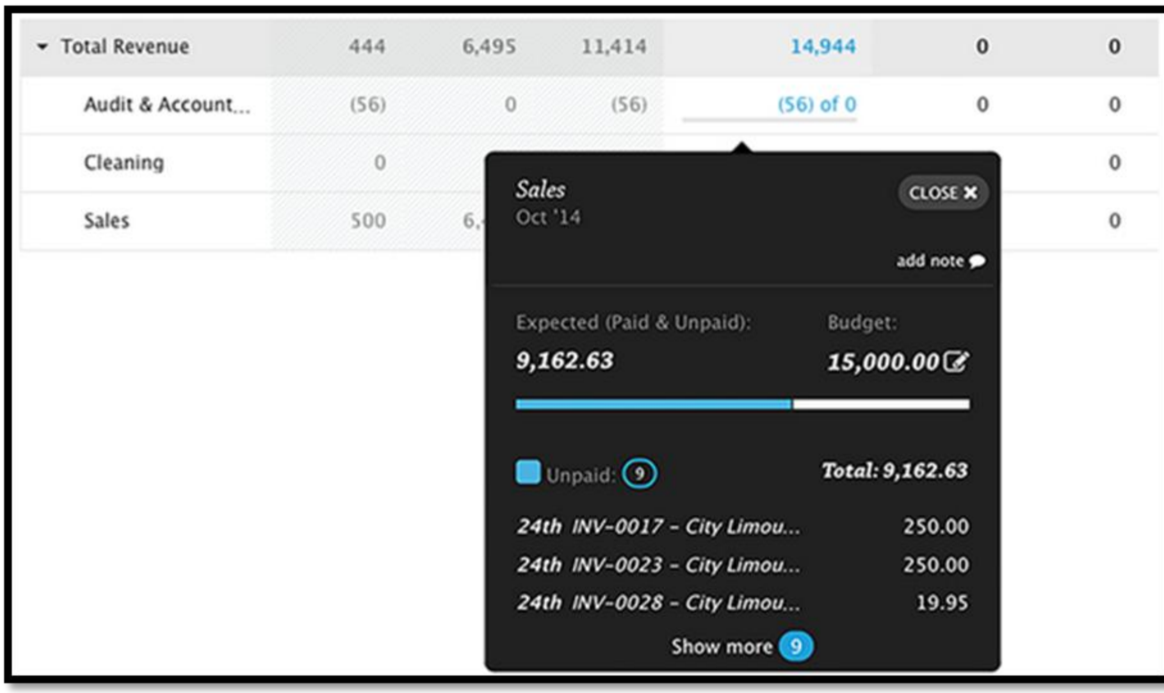
Approval

Client: Signed: Print:

Approved by: Signed: Print:

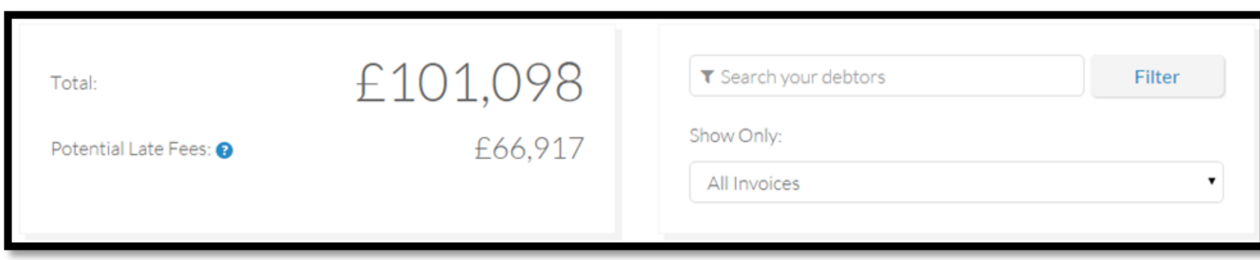
Expense Report exported using Receipt Bank.
To access specific receipt data: app.receipt-bank.com

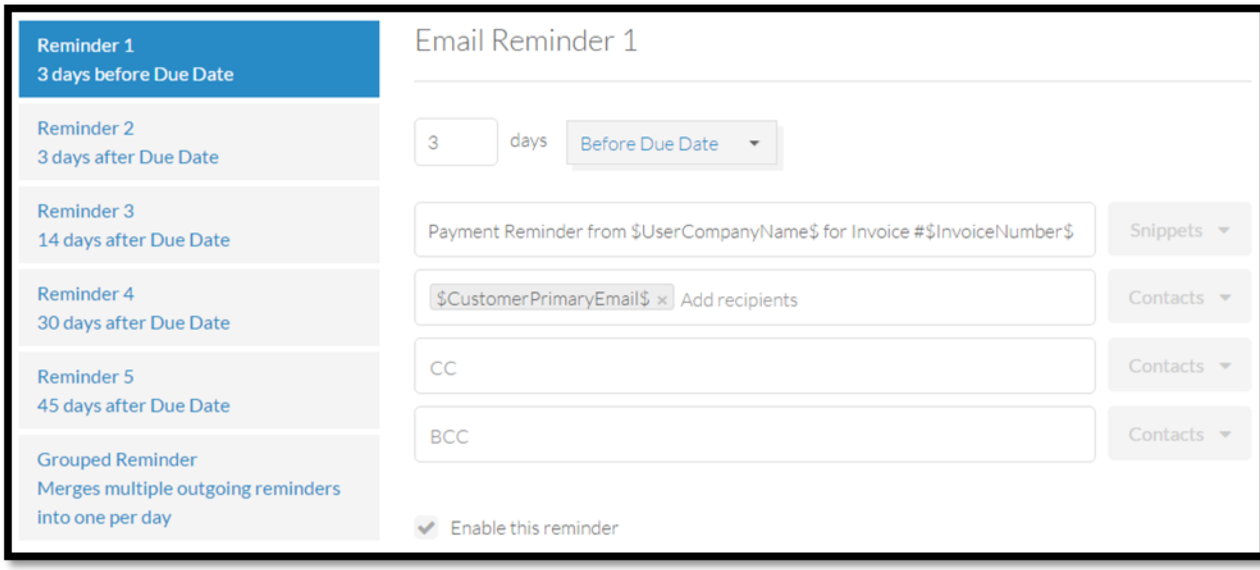

McDonald's
Total Spent: GBP 26.09
Last Transaction: 25 Jun 2015
Total Items: 5
Inbox: 0
Archive: 5
Supplier Rules
Inbox 0
Archive 5
Autosync
ON
Tax rate
20% (VAT on Expenses)
Category
491 - Subsistence
Payment method
NatWest Debit Card (4037)
Client
Publish to
Purchases
Due date
1
days after invoice c
Paid
Yes

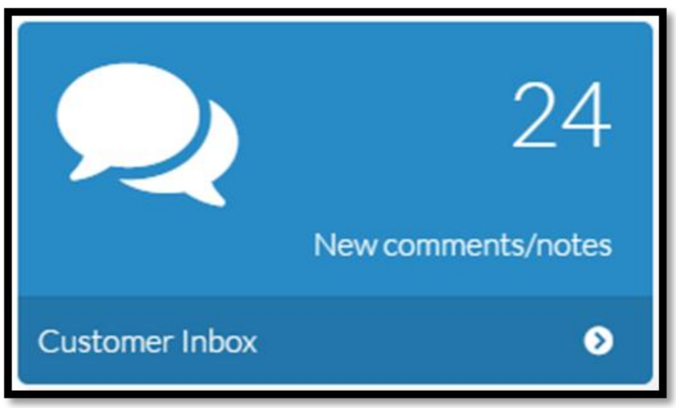

Total Revenue
444
6,495
11,414
14,944
0
0
Audit & Account...
(56)
0
(56)
(56) of 0
Cleaning
Sales
500
Sales
Oct '14
CLOSE
add note
Expected (Paid & Unpaid):
9,162.63
Budget:
15,000.00
Unpaid: 9
Total: 9,162.63
24th INV-0017 - City Limou... 250.00
24th INV-0023 - City Limou... 250.00
24th INV-0028 - City Limou... 19.95
Show more 9

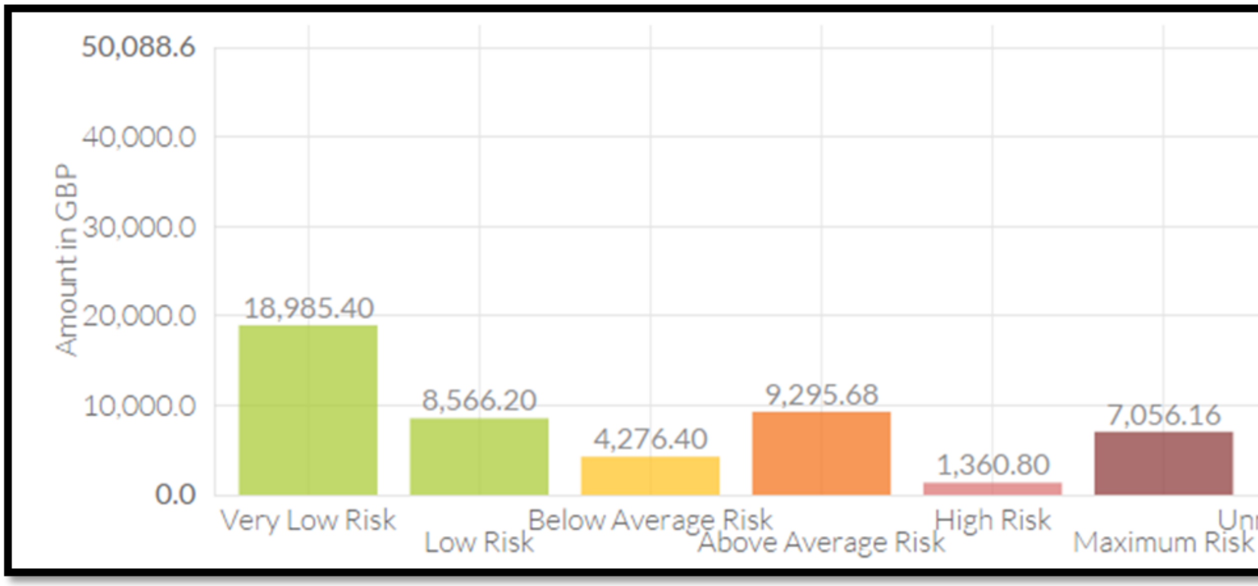

November
20k
10k
0k
-10k
6. Oct
13. Oct
20. Oct
27. Oct
3. Nov
10. Nov
17. Nov
Beginning Of: Thursday 13th of November
Available funds: -3085.95

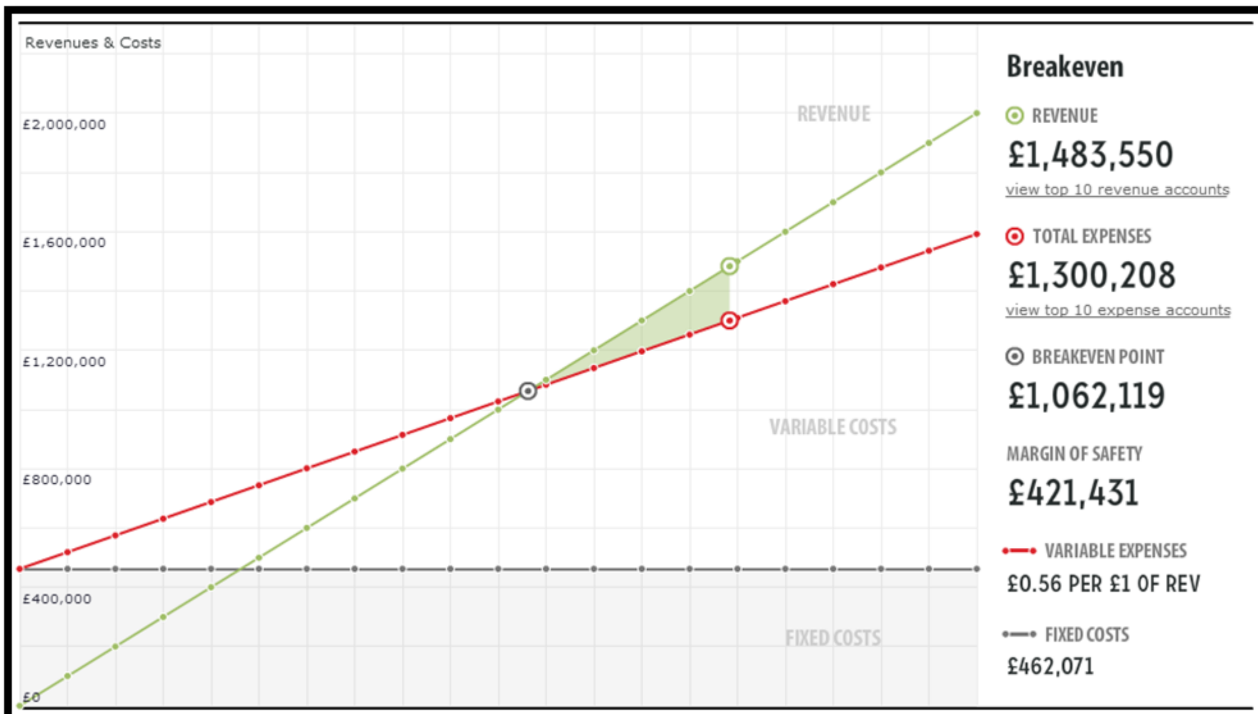

TODAY
40,000
20,000
0
-20,000
Jul '14
Aug '14
Sep '14
Oct '14
Nov '14
Dec '14
Jan '15
Feb '15
Mar '15


Total:
£101,098
Potential Late Fees:
£66,917
Search your debtors
Filter
Show Only:
All Invoices

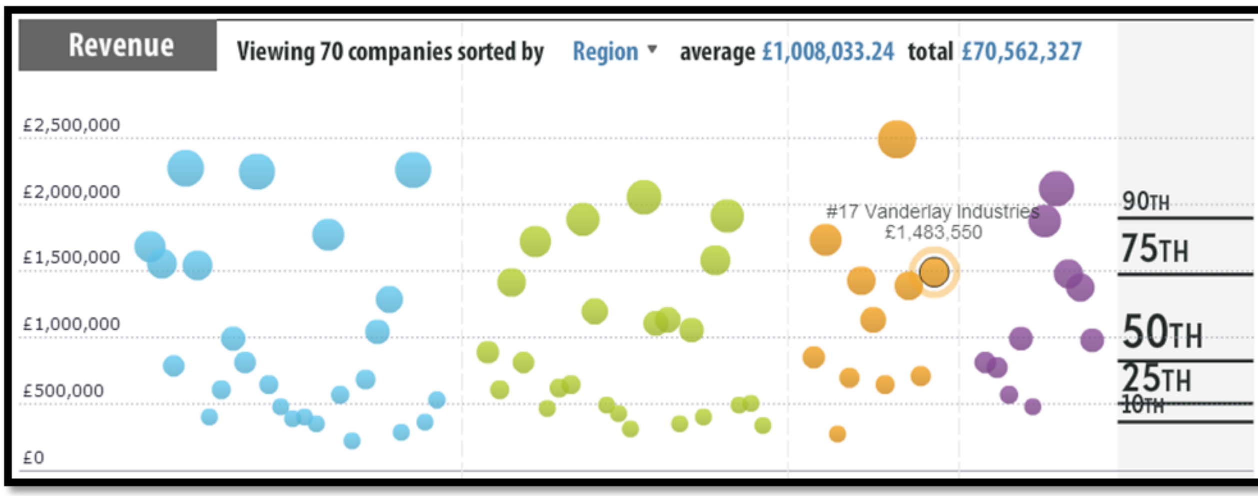

Reminder 1
3 days before Due Date
Reminder 2
3 days after Due Date
Reminder 3
14 days after Due Date
Reminder 4
30 days after Due Date
Reminder 5
45 days after Due Date
Grouped Reminder
Merges multiple outgoing reminders into one per day
Email Reminder 1
3
days
Before Due Date
Payment Reminder from $UserCompanyName$ for Invoice #$InvoiceNumber$
Snippets
$CustomerPrimaryEmail$
Add recipients
Contacts
CC
Contacts
BCC
Contacts
Enable this reminder

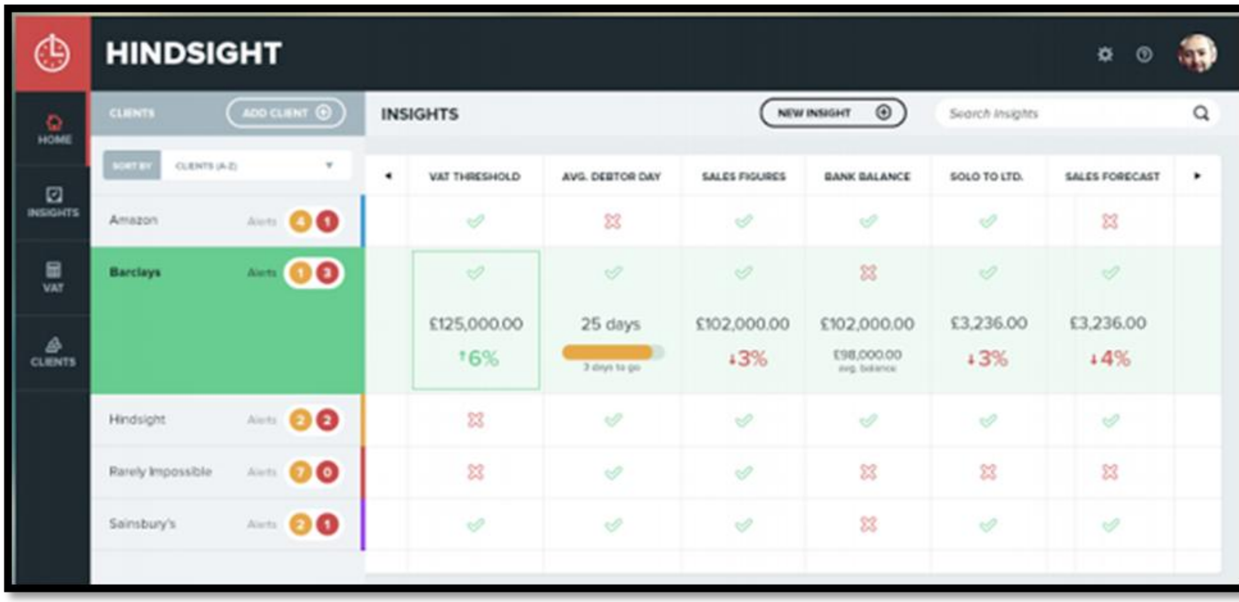

24
New comments/notes
Customer Inbox

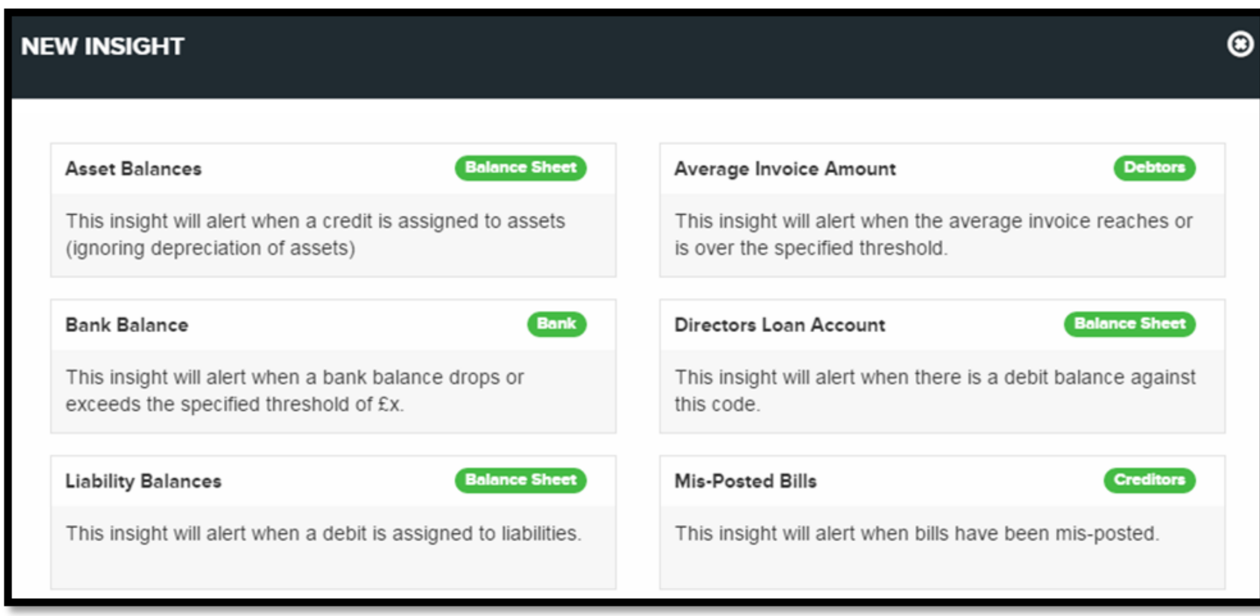

50,088.6
40,000.0
30,000.0
20,000.0
10,000.0
0.0
Amount in GBP
18,985.40
8,566.20
4,276.40
9,295.68
1,360.80
7,056.16
Very Low Risk
Low Risk
Below Average Risk
Above Average Risk
High Risk
Maximum Risk

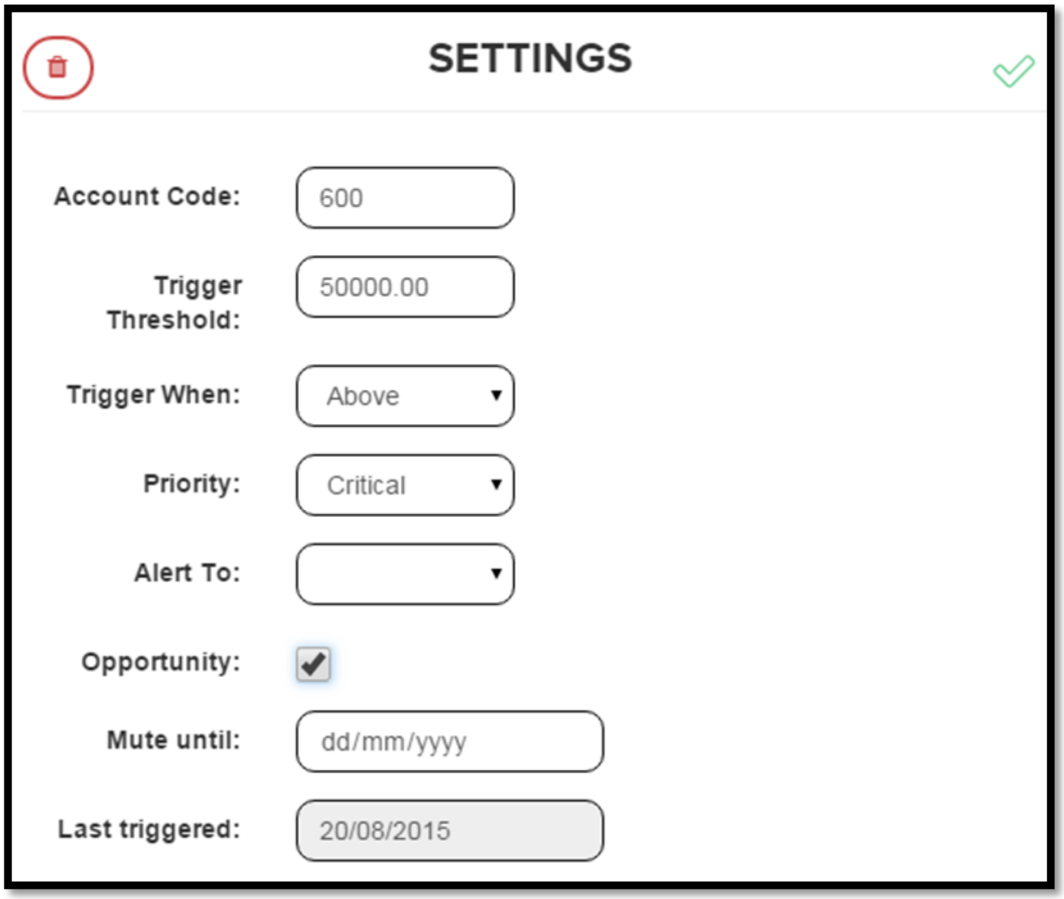

Revenues & Costs
£2,000,000
£1,600,000
£1,200,000
£800,000
£400,000
£0
REVENUE
VARIABLE COSTS
FIXED COSTS
Breakeven
REVENUE
£1,483,550
view top 10 revenue accounts
TOTAL EXPENSES
£1,300,208
view top 10 expense accounts
BREAKEVEN POINT
£1,062,119
MARGIN OF SAFETY
£421,431
VARIABLE EXPENSES
£0.56 PER £1 OF REV
FIXED COSTS
£462,071

I CUSTOMER							
Customer Satisfaction	71.4%	80%	✗	▼	-1.7%	71.4%	1 2 3 4 5
New Customers	87	50	✓	▲	12	87	1 2 3 4 5
Lost Customers*	70	25	✗	▼	-8	70	1 2 3 4 5
J MARKETING							
New versus Repeated Business	-	37%	-		-	-	-
Avg sales per customer	£6,398.28	£3,000.00	✓	▼	-2.3%	£6,398.28	1 2 3 4 5
Avg sales per transaction	£6,410.56	£650.00	✓	▲	5.1%	£6,410.56	1 2 3 4 5
K STAFF							
% of staff who receive regular performance reviews	82.2%	75%	✓	▲	4%	82.2%	1 2 3 4 5
Average Training days per Employee	-	3 days	-		-	-	-

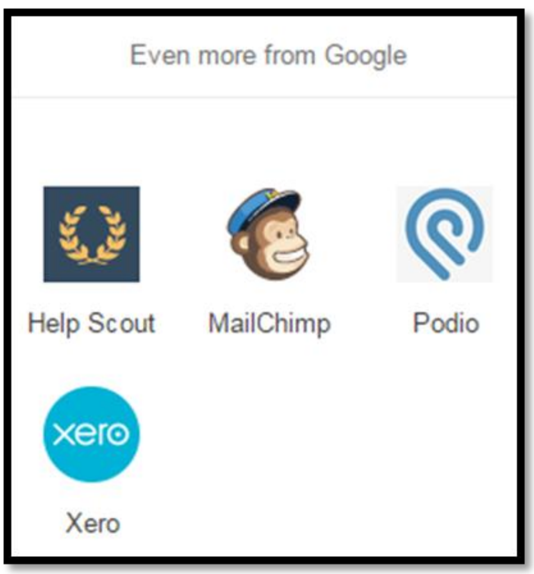


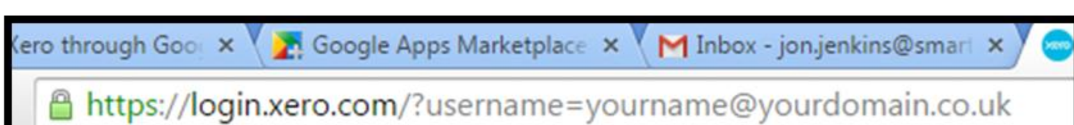

HINDSIGHT
INSIGHTS
NEW INSIGHT
VAT THRESHOLD
AVG. DEBTOR DAY
SALES FIGURES
BANK BALANCE
SOLO TO LTD.
SALES FORECAST
HOME
INSIGHTS
VAT
CLIENTS
Amazon
Barclays
Hindsight
Rarely Impossible
Sainsbury's
£125,000.00
↑6%
25 days
£102,000.00
↓3%
£102,000.00
£98,000.00
£3,236.00
↓3%
£3,236.00
↓4%

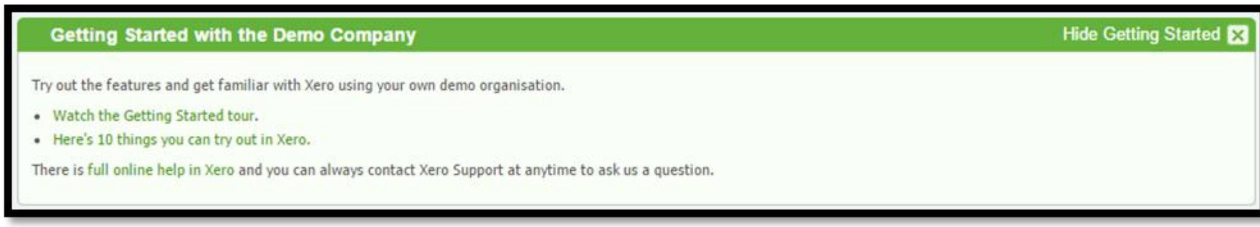

NEW INSIGHT
Asset Balances
Balance Sheet
This insight will alert when a credit is assigned to assets (ignoring depreciation of assets)
Average Invoice Amount
Debtors
This insight will alert when the average invoice reaches or is over the specified threshold.
Bank Balance
Bank
This insight will alert when a bank balance drops or exceeds the specified threshold of £x.
Directors Loan Account
Balance Sheet
This insight will alert when there is a debit balance against this code.
Liability Balances
Balance Sheet
This insight will alert when a debit is assigned to liabilities.
Mis-Posted Bills
Creditors
This insight will alert when bills have been mis-posted.

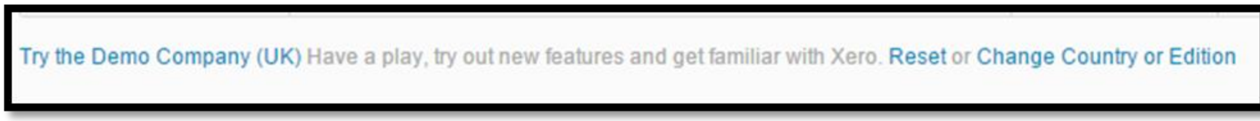

SETTINGS
Account Code:
600
Trigger Threshold:
50000.00
Trigger When:
Above
Priority:
Critical
Alert To:
Opportunity:
Mute until:
dd/mm/yyyy
Last triggered:
20/08/2015

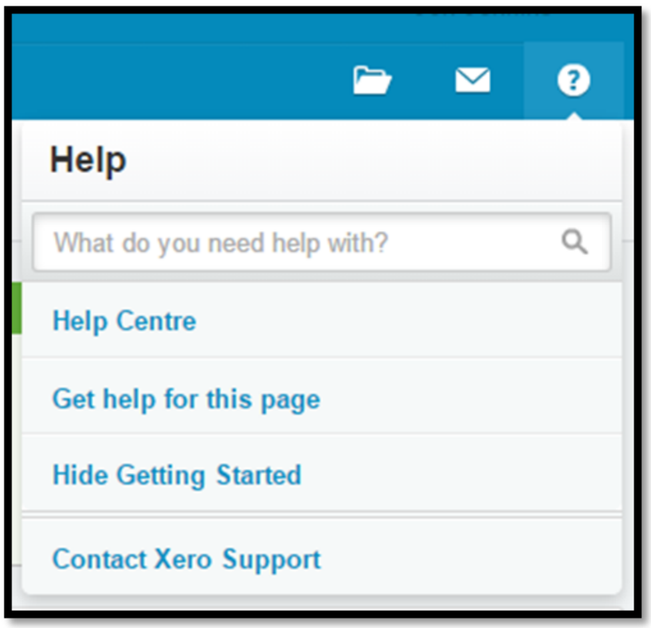
Chapter 10: Xero Tips and Tricks

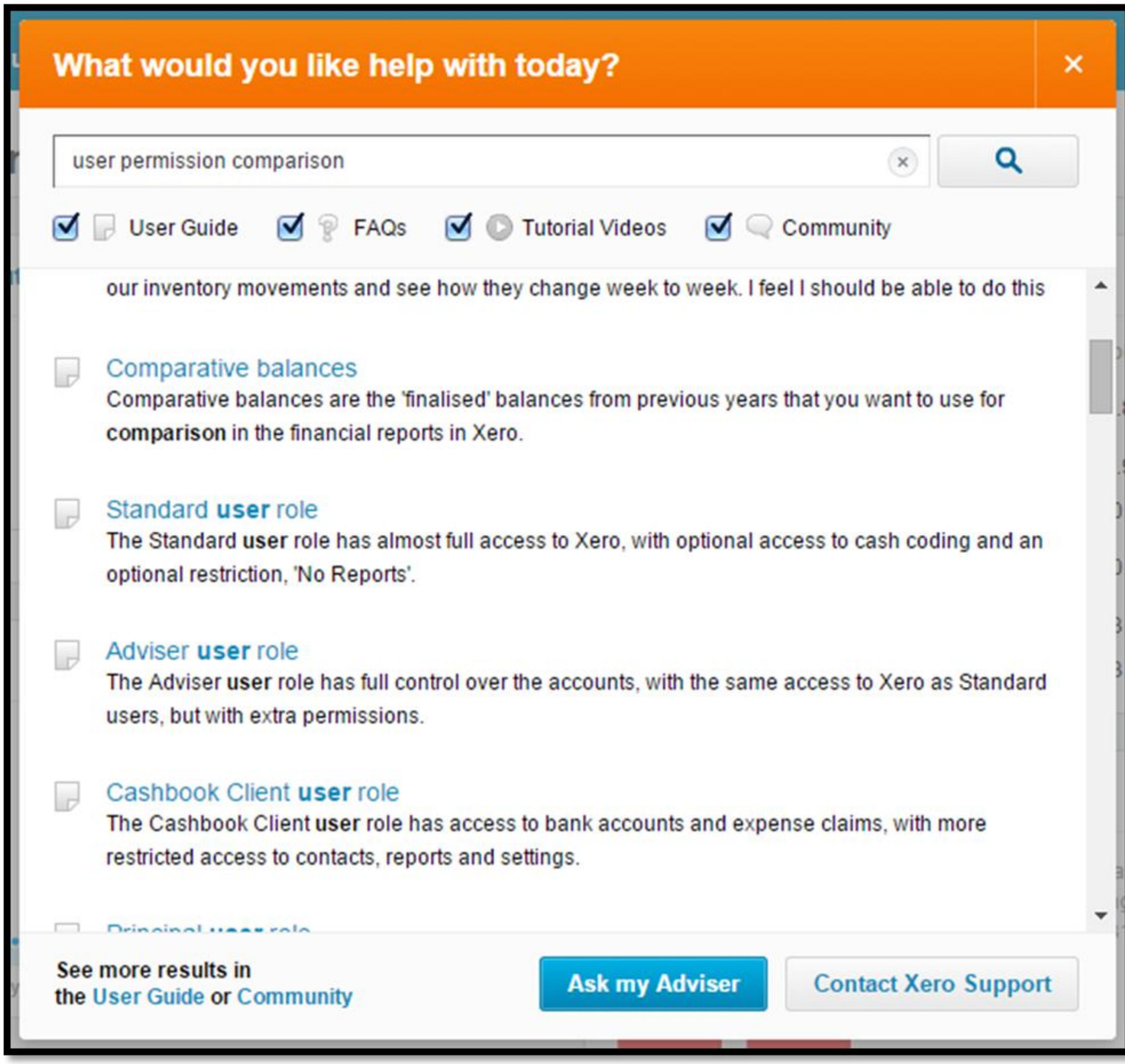


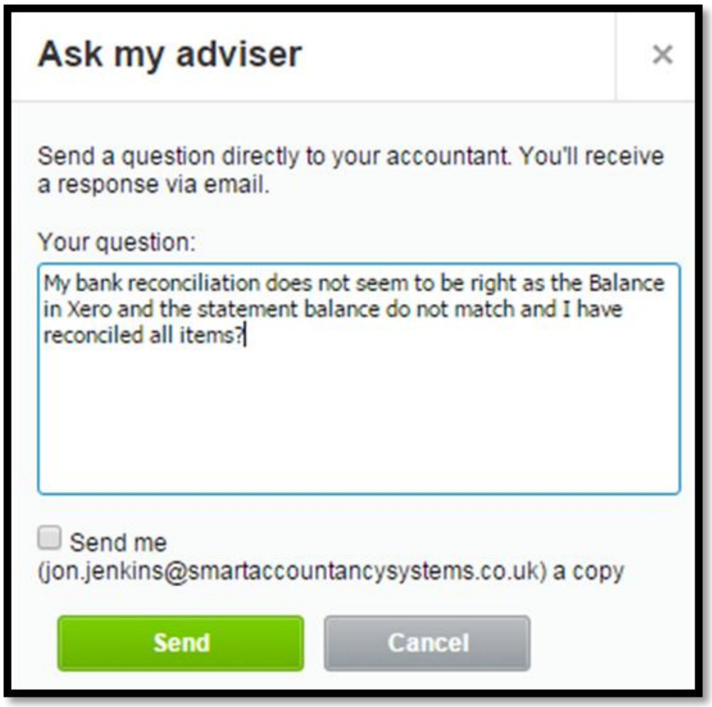


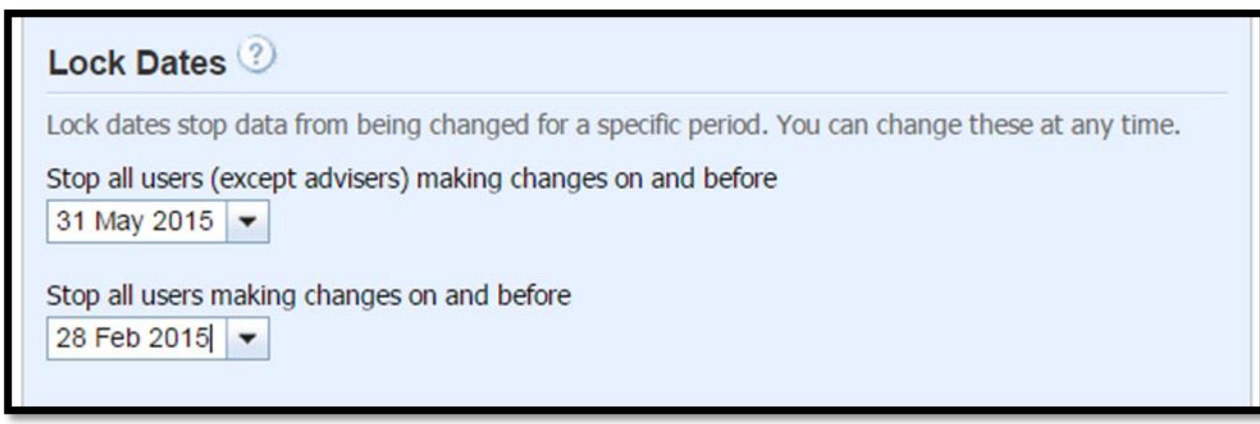

Getting Started with the Demo Company
Hide Getting Started
Try out the features and get familiar with Xero using your own demo organisation.
Watch the Getting Started tour.
Here's 10 things you can try out in Xero.
There is full online help in Xero and you can always contact Xero Support at anytime to ask us a question.


Try the Demo Company (UK) Have a play, try out new features and get familiar with Xero. Reset or Change Country or Edition

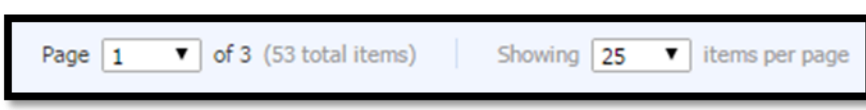

Help
What do you need help with?
Help Centre
Get help for this page
Hide Getting Started
Contact Xero Support


What would you like help with today?
user permission comparison
User Guide
FAQs
Tutorial Videos
Community
our inventory movements and see how they change week to week. I feel I should be able to do this
Comparative balances
Comparative balances are the 'finalised' balances from previous years that you want to use for comparison in the financial reports in Xero.
Standard user role
The Standard user role has almost full access to Xero, with optional access to cash coding and an optional restriction, 'No Reports'.
Adviser user role
The Adviser user role has full control over the accounts, with the same access to Xero as Standard users, but with extra permissions.
Cashbook Client user role
The Cashbook Client user role has access to bank accounts and expense claims, with more restricted access to contacts, reports and settings.
See more results in the User Guide or Community
Ask my Adviser
Contact Xero Support


Ask my adviser
Send a question directly to your accountant. You'll receive a response via email.
Your question:
My bank reconciliation does not seem to be right as the Balance in Xero and the statement balance do not match and I have reconciled all items?
Send me (jon.jenkins@smartaccountancysystems.co.uk) a copy
Send
Cancel


Lock Dates
Lock dates stop data from being changed for a specific period. You can change these at any time.
Stop all users (except advisers) making changes on and before
31 May 2015
Stop all users making changes on and before
28 Feb 2015


19.95
1 of 2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