



Xero Training



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1. Dashboard

- Once logged in to Xero, you will be presented with the Xero Dashboard – a snapshot of your organization’s financial position, including Bank Accounts, Account Watch list, Cash in and out, Invoices owed to you and Bills you need to pay.

Account Watchlist

- If you would like to keep an eye on the balance of key accounts in your chart of accounts (excluding bank accounts), you can display them on the Account Watchlist. Choose which accounts to display by specifying this on the account in the chart of accounts (found in the “settings” tab) click into account name and tick the box next to “show on Dashboard Watchlist”.

2.1 Accounts, Bank Accounts

- 2 Refresh the bank account (if this isn't automatically updated)
- 3 Click "reconcile x items"
- 4 Work through all transactions using "find and match" to match bank transactions to sales or bills. (if Xero hasn't automatically matched these)
- 5 For all of the outstanding transactions that wouldn't have any bills (personal, bank fees ETC) use the "create" tab and enter them.
- 6 Use the "transfer" if you have transferred to another business bank account.
- 7 Use the discuss tab if you would like to put some notes about this transaction. For example, awaiting invoice.
- 8 Your Statement balance and balance in Xero should match and have a green tick! If so, well done!

If your bank doesn't reconcile you will need to have a look at the transactions which aren't reconciled, this should be in the top right of the bank account click the 3 dots and go to reconciliation report, choose your date and either remove or reconcile the outstanding transactions.

Bank rules are a great feature to set up, this consists of remembering where the transactions have been posted before and will do the same again, this is for transactions which don't have an invoice.

2.2 Accounts, Sales

Create an invoice for someone to pay you (sometimes called accounts receivable). You can attach files and send them to your customers, and code items to different accounts. Then depending on your user role, send the invoice for approval or approve it yourself.

1. Click the plus icon and select **Invoice**.
2. Enter the invoice details.
3. (Optional) Attach files to your invoice. Remember to click the option icon and select **Include with invoice** for each file you're sending to the customer.
4. Add the items for which you're invoicing your customer.
5. Code items to different accounts. For example, code one item to your sales account and others to different revenue accounts.
6. Select the salesman from the dropdown section if this hasn't automatically been set up.
7. Save the invoice, send it for approval, or approve it yourself and email to your client.

Either **Print** the invoice

8. Click the item you want to print.
9. Click **Print PDF**.
10. (Optional) If your item is awaiting payment, mark it as sent.
11. Open or save the PDF, then print it.

Or **Email** the invoice

8. Select the checkbox of the item you want to email.
9. Click **Email**.
10. Update the information in the Send window.
11. Click **Send**.

Statement runs

There are two types of statement to choose from:

- **Outstanding statements** show only what's outstanding for the customer as at a certain date. They don't show fully paid invoices.
- **Activity statements** show all activity for that customer within your choice of date range, including any fully paid invoices.

These can be created through the accounts, sales tab – there will be a “send statements” button, which will list all customers in order of overdue amount, make sure you select “outstanding” and the correct date. Then select all of the customers to whom you would like to send statements and select email or print.

Credit Control – can be automated with “invoice reminder” this will automatically chase clients with overdue invoices at set periods.

Other functions available in this tab are Quotes, Repeating Invoices, Credit Notes, Imports, contact groups for same invoices. If you would like help to set this up, please contact us.

2.3 Accounts, Purchases

Create a bill for items you've received that you need to pay for (sometimes called accounts payable). You can add related files to bills, and code items to different accounts.

1. Click the plus icon and select **Bill**.
2. Enter the invoice details.
3. (Optional) Attach files to your invoice.
4. Enter description for the item.
5. Code items to different accounts. For example, stationery, rent, bank fees.
6. Save the invoice, send it for approval, or approve it yourself.

View an awaiting payment bill

To view a bill that is awaiting payment:

1. In the **Accounts** menu, select **Purchases**.
2. Under **Bills**, click **Awaiting payment**.
3. Click the bill you want to view.
4. Review the bill, and make any changes you'd like.

Other functions available in this tab are Purchase orders, Repeating Bills, Credit Notes, Imports.

2.3 Accounts, Inventory

Here you will be able to create new stock items and input the complete details.

1. This will list out all of the stock items
2. All items should be untracked (tracked is to stop them reaching 0)
3. Run the report **Inventory Item Summary** and select "quantity sold" under the report settings. This will allow you to see how many has been sold over the period

2.5 Accounts, Expense Claims – Available, but we recommend waiting for the update. As this doesn't allow us to help with this function.

2.6 Accounts, Fixed Assets

1. If you create an invoice or payment to a fixed asset nominal code Xero will automatically create a draft fixed asset.
2. Fill in Asset name, Purchase date, Purchase price, asset type, and description. The Depreciation should automatically fill in but double check this is correct.
3. Register the new asset
4. Click run depreciation and select the month end you are working on, you can also select a longer period.
5. Disposal of asset, select the asset under the registered tab
6. Select options in the top right hand corner and click dispose... Please check with your accountant first.

3. Reports

Access the reporting area of Xero to run reports, and find draft, published or archived reports or use custom templates

Access the full range of reports from **All Reports** under the **Reports** menu.

Run new reports from the **Summary** tab

You can favourite reports on the reports menu which will make them easily accessible.

Browse for a report

Click:

- **Drafts, Published or Archived** for reports created by you or someone else in your organisation.
- **Custom** for reports with custom settings someone has saved for your organisation.
- **Summary** if you want to run a report from scratch.

Click a column heading to sort by the information in that column.

4. Contacts

Customers and suppliers are called contacts in Xero. You can add contacts individually before you enter transactions for them, add them on the fly when creating transactions, or import them. Create groups and lists to manage contacts that have something in common. Find a contact by entering the contact's name, email address, or account number.

This will be a database of all customers and suppliers. There are many tabs to hold vast amounts of information - the more information you can hold about your customers the better!

Smart lists can be created for various tasks.

5. Settings

General Settings, these should need to be accessed as this should have all been set up in your conversion, but this is for reference only.

Chart of accounts - You can add new nominal codes here, add accounts to dashboard, expense claims and enable payments to the account.

Search Bar

Use this search bar to search for customers, suppliers, invoice numbers ... almost anything in Xero can be found through this bar.

Notifications

Worth keeping an eye on this, it will show you product updates and service announcements.

Files, Uploading

Upload files to the file library and to individual transactions and items in Xero. Each file must be less than 25MB. Your user role determines your access to files.

1. Click the small open folder icon under your name in the top right hand corner.
2. Create folders for bank statements, fixed assets and any other information you think will be useful.
3. Upload the bank statements and fixed assets into the folders each month. (This can be through mobile app taking pictures, emailing to the account, or scanning and uploading through the computer.)

Xero Help

Please feel free to contact us with any Xero queries. Also, please also consider using the Xero help centre which can also be found under your name in the top right hand corner. Or follow this link: <https://help.xero.com/uk>