

XERO BUSINESS HANDBOOK

Become a Xero Superhero!

prepared by



**WHITELAW
WEBER** LTD

Brought to you by



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Xero Dashboard

Your Notes

When you log into Xero and you will immediately see your Dashboard screen.

The Dashboard screen displays the bank accounts that have been activated to link electronic bank statement data into Xero. From the dashboard screen you can see the Bank Account balance per your imported bank statement and the Bank Account balance per what has been coded and reconciled within Xero. This screen also shows you how many line items are yet to be reconciled against each bank statement.

If you have reconciled all items on your dashboard you will have a big green tick sitting underneath your bank account number. Additionally, the Xero Balance and Statement Balance will be identical. If the two figures are not the same, something is incorrect and we recommend you contact your client manager.

The screenshot displays the Xero Dashboard for 'Whitelaw Weber Demo Company'. The top navigation bar includes 'Dashboard', 'Business', 'Accounting', 'Payroll', 'Projects', and 'Contacts'. The main content area is divided into several sections:

- Debtors - Savings Account (bnz):** Shows a balance in Xero of 3,190.00 and a statement balance of (1,130.00) as of Jun 29. A 'Reconcile 7 items' button is visible. A chart shows activity from Apr 21 to May 12.
- Basics Everyday Account (bnz):** Shows a balance in Xero of 59,972.56 and a statement balance of 56,587.47 as of Sep 30. A 'Reconcile 40 items' button is visible. A chart shows activity from Apr 21 to May 12.
- Expense claims:** Includes a 'New claim' button and a table showing 'No drafts' (0.00), '1 to review' (40.00), and '3 to pay' (260.00).
- Recent submissions:** A table showing one submission by 'Tahnee Pauley' for a total of 40.00.
- Account watchlist:** A table listing accounts like 'Fuel Costs (234)', 'HP No 1 ex 901/05 (849-01)', 'Purchases (210)', and 'Sales/Services (200)' with their respective 'This month' and 'YTD' values.
- Invoices owed to you:** A table showing '39 Draft invoices' (69,679.42), '56 Awaiting payment' (48,068.31), and '50 Overdue' (48,959.65). A 'New sales invoice' button is also present.

Bank Reconciliations

Your Notes

Deposits of Multiple Items

From your reconciliations screen, select **Find and Match** to display all open client invoices.

Choose the invoices making up the total deposit by ticking them. Then click Reconcile.

6 Jul 2015
e-Bank Dep
other
1,500.00
OK

Match Discuss

3 transactions selected

1. Find & select matching transactions ?

Show Spent Items
 Show NZD items only

Search by name or reference
 Search by amount
 Go

[Clear search](#)

Date	Name	Reference	Spent	Received
<input type="checkbox"/> 2 Jun 2015	City Limousines	INV-0028 Book		19.95 NZD
<input checked="" type="checkbox"/> 16 Jun 2015	Hamilton Smith Ltd	INV-0041	Split	1,000.00 NZD
<input type="checkbox"/> 27 Jun 2015	Ridgeway University	INV-0035 P/O CRM08-12		6,187.50 NZD
<input type="checkbox"/> 4 Jul 2015	City Limousines	INV-0034 P/O 9711		650.00 NZD

Select all on this page Showing 1 - 11 of 11

2. View your selected transactions. Add new transactions, as needed.

+ New Transaction

<input checked="" type="checkbox"/> 26 Apr 2015	City Limousines	INV-0017 P/O 9711		250.00 NZD
<input checked="" type="checkbox"/> 26 May 2015	City Limousines	INV-0023 P/O 9711		250.00 NZD
<input checked="" type="checkbox"/> 16 Jun 2015	Hamilton Smith Ltd	INV-0041		1,000.00 NZD

3. The sum of your selected transactions must match the money received. Make adjustments, as needed.

Subtotal	1,500.00 NZD	+ Adjustments
Must match: Money Received	1,500.00 NZD	1,500.00 NZD

Reconcile
Cancel

Bank Reconciliations

Your Notes

Withdrawals of Multiple Items

- Go to your Dashboard screen
- Select the transaction to reconcile that is for a bulk payment of multiple bills
- Click on Find & Match
- Choose the Bills making up the payment by ticking each applicable one and click reconcile

30 Jun 2015 debit 4,500.00

SMART Agency
0195 0210

[More](#)

Match Discuss

2 transactions selected

1. Find & select matching transactions ?

Show Received Items
 Show NZD items only

Search by name or reference

Search by amount

Clear search

Date	Name	Reference	Spent	Received
<input type="checkbox"/> 16 Apr 2015	Central Copiers	945-Ooon	163.56 NZD	
<input checked="" type="checkbox"/> 23 May 2015	SMART Agency	SM0195	Split 2,000.00 NZD	
<input checked="" type="checkbox"/> 23 Jun 2015	SMART Agency	SM0210	Split 2,500.00 NZD	
<input type="checkbox"/> 28 Jun 2015	Tahnee Bosch		115.95 NZD	

Select all on this page Showing 1 - 16 of 16

2. View your selected transactions. Add new transactions, as needed.

<input checked="" type="checkbox"/> 23 May 2015	SMART Agency	SM0195	2,000.00 NZD
<input checked="" type="checkbox"/> 23 Jun 2015	SMART Agency	SM0210	2,500.00 NZD

3. The sum of your selected transactions must match the money spent. Make adjustments, as needed.

Subtotal	4,500.00 NZD	<input type="button" value="Adjustments"/>
Must match: Money Spent	4,500.00 NZD	

Bank Reconciliations

Withdrawals of Multiple Items

Note:

If you have done your accounts payables payment as a batch payment from within Xero, the bulk payment will automatically be matched against the invoices it relates to and will show **green** on the reconciliations page ready to OK to reconcile. This will be covered more in the Creditors Handbook.

Your Notes

Bank Reconciliations

Your Notes

Under Payments of Expenses or Sales

When the payment you have made or received is for less than the amount due.

Select the bank transaction you are trying to reconcile and as per the previous steps, select Find and Match to identify the open invoice you wish to apply the payment against. Tick to select that applicable invoice and the word split will appear in blue beside the amount due as shown below. Split refers to an amount that is payment which is not the full amount due.

16 Aug 2019
Warehouse stationery
EFTPOS
More details

15.00

Options ▾

Match Discuss

Find & select matching transactions below

1. Find & select matching transactions ?

Show Received Items
 Show NZD items only

Search by name or reference Search by amount

[Go](#)

Clear search

Date	Name	Reference	Spent	Received
<input type="checkbox"/> 31 Mar 2019	+ Vodafone	mobile	250.00 NZD	
<input type="checkbox"/> 3 Apr 2016	+ John Smith	Rent	1,250.00 NZD	
<input type="checkbox"/> 13 Apr 2016	+ J A Russell	materials	500.00 NZD	
<input type="checkbox"/> 13 Apr 2016	+ NZI Insurance	INSurance	100.00 NZD	
<input checked="" type="checkbox"/> 13 Apr 2016	+ Warehouse Stationery	Stapler	28.42 NZD	
<input type="checkbox"/> 30 Apr 2016	+ Vodafone	mobile	150.00 NZD	
<input type="checkbox"/> 30 Apr 2016	+ John Smith	Rent	1,000.00 NZD	
Showing 1 - 50 of 123 Next End >>				

2. View your selected transactions. Add new transactions, as needed.

[+ New Transaction](#) ▾

<input checked="" type="checkbox"/> 13 Apr 2016	+ Warehouse Stationery	Stapler	28.42 NZD
---	---	---------	-----------

3. The sum of your selected transactions must match the money spent. Make adjustments, as needed.

Subtotal	28.42 NZD	+ Adjustments ▾
-----------------	-----------	---------------------------------

Bank Reconciliations

Under Payments of Expenses or Sales

Click on the blue 'split' and confirm the amount of the part payment being applied to this invoice. You will see the outstanding balance will recalculate and show confirming the new total due once this payment has been applied. Click on the Green SPLIT to confirm then select reconcile to save the transaction.

The screenshot shows a software interface for bank reconciliations. At the top, there is a section titled "1. Find & select matching transactions" with search filters for "Show Received Items" (unchecked) and "Show NZD items only" (checked). Below this is a table of transactions with columns for Date, Name, Spent, and Received. The transaction for "13 Apr 2016 Warehouse Stationary" is selected. A "Split transaction" dialog box is open in the foreground, containing the following information:

Balance	NZD 28.42
Part payment	15.00
Remaining amount	NZD 13.42

The dialog box has "Split" and "Cancel" buttons. In the background, the transaction table shows a "Split" row with a value of 28.42 NZD. Below the dialog box, there is a section titled "2. View your selected transactions. Add new transactions, as needed." with a "New Transaction" button. At the bottom, a summary row shows "13 Apr 2016 Warehouse Stationary Stapler 28.42 NZD".

The split functionality also works if you are applying part payments of one lump sum against multiple invoices. Simply follow the above steps but edit the amount you are applying so for the above example it may be that you are applying \$2.50 against this invoice. Select the next applicable invoice to split the balance of \$2.50 to that invoice. The total amount you are applying against invoices **MUST** agree to the total paid or received into/from the bank to reconcile.

Your Notes

Bank Reconciliations

Your Notes

Over Payments of Expenses or Sales

This functionality is used if you have made a payment in error for more than the expense should have been, or received funds from a client for more than the invoice was for.

From the statement line in the reconciliation screen select **Find and Match** and select the invoice for which you are applying the payment to.

The screenshot shows a software interface for bank reconciliations. At the top, there is a summary of the current reconciliation: a date of 30 Apr 2014, an amount of 1,980.00, and a description 'INT Interest 60003'. A blue arrow points to the '1,980.00' amount. Below this, there are tabs for 'Match' and 'Discuss', and a button 'Create rule'. The main section is titled 'Find & select matching transactions below'. It includes a search bar with options to 'Show Received Items' and 'Show NZD items only', and search filters for 'Search by name or reference' and 'Search by amount'. A 'Go' button and a 'Clear search' link are also present. Below the search bar is a table of transactions:

Date	Name	Reference	Spent	Received
<input type="checkbox"/>	29 Feb 2016	Contact Energy	Office Power	200.00 NZD
<input type="checkbox"/>	3 Mar 2016	vodafone	mobile	115.00 NZD
<input checked="" type="checkbox"/>	3 Mar 2016	John Smith	Rent	Split 1,250.00 NZD
<input type="checkbox"/>	3 Mar 2016	JA Russell	May Statement	1,600.00 NZD
<input type="checkbox"/>	15 Mar 2016	cROMBIE LOCK	INSURANCE	500.00 NZD
<input type="checkbox"/>	15 Mar 2016	Placemakers	sEPT sTAE	5,000.00 NZD

Below the table, there is a 'View your selected transactions' section with a 'New Transaction' button. The selected transaction is '3 Mar 2016 John Smith Rent' with a Spent amount of 1,250.00 NZD. At the bottom, there is a summary section titled 'The sum of your selected transactions must match the money spent. Make adjustments, as needed.' It shows a 'Subtotal' of 1,250.00 NZD and a 'Must match: Money Spent' of 1,980.00 NZD. A warning icon indicates a discrepancy: 'Total is out by: 730.00'. At the very bottom, there are 'Reconcile' and 'Cancel' buttons.

Bank Reconciliations

Your Notes

You will see as shown below in red that your current reconciliation is out by the amount of \$730.00 as shown in red.

The screenshot displays a bank reconciliation interface. At the top, there are two transaction cards. The first card shows a transaction on 28 Apr 2014 for MR SMITH Rent with a value of 550.00. The second card shows a transaction on 30 Apr 2014 for INT Interest 60003 with a value of 1,980.00. Below these cards is a search and filter section with options for 'Who' (MR SMITH), 'What' (244 - Rent - Factory), and 'Why' (Rent). A 'Find & Match' button is visible. The main section is titled '1. Find & select matching transactions'. It includes a table of transactions with columns for Date, Name, Reference, Spent, and Received. The table lists several transactions, with the one for 3 Mar 2016 from John Smith for Rent (1,250.00 NZD) highlighted in green. Below the table, there is a section for '2. View your selected transactions. Add new transactions, as needed.' which shows the selected transaction for John Smith. At the bottom, there is a summary section titled '3. The sum of your selected transactions must match the money spent. Make adjustments, as needed.' It shows a subtotal of 1,250.00 NZD and a 'Must match: Money Spent' of 1,980.00 NZD. A red warning icon indicates a discrepancy: 'Total is out by: 730.00'. Blue arrows point to the 'New Transaction' button and the discrepancy warning.

Date	Name	Reference	Spent	Received
29 Feb 2016	Contact Energy	Office Power	200.00 NZD	
3 Mar 2016	vodafone	mobile	115.00 NZD	
3 Mar 2016	John Smith	Rent	1,250.00 NZD	
3 Mar 2016	JA Russell	May Statement	1,600.00 NZD	
15 Mar 2016	cROMBIE LOCK	INSURANCE	500.00 NZD	
15 Mar 2016	Placemakers	sEPT sTAE	5,000.00 NZD	

Subtotal: 1,250.00 NZD

Must match: Money Spent 1,980.00 NZD

Total is out by: 730.00

Bank Reconciliations

Your Notes

To correct this you need to select the blue + **New Transaction** button and select if it is:

- Spend money for payment
- Receive money for deposits
- In this case, click spend money

The screenshot shows a bank reconciliation interface. At the top, there are tabs for 'Match', 'Create', 'Transfer', and 'Discuss'. Below this, there are two transaction cards. The first card shows a transaction on 28 Apr 2014 for MR SMITH, Rent, with an amount of 550.00. The second card shows a transaction on 30 Apr 2014 for INT Interest 60003, with an amount of 1,980.00. Below these cards is a section titled '1. Find & select matching transactions'. It includes search filters for 'Show Received Items' and 'Show NZD items only', and search boxes for 'Search by name or reference' and 'Search by amount'. A table of transactions is displayed with columns for Date, Name, Reference, Spent, and Received. The table lists several transactions, including 'John Smith' for Rent on 3 Mar 2016, which is highlighted in green. A blue arrow points to the 'New Transaction' button in the '2. View your selected transactions' section. The dropdown menu for 'New Transaction' shows options for 'Spend Money' and 'Transfer Money'. At the bottom, there is a summary section titled '3. The sum of your selected transactions must match the money spent. Make adjustments, as needed.' It shows a subtotal of 1,250.00 NZD and a 'Must match: Money Spent' of 1,980.00 NZD, with a warning that the total is out by 730.00.

Date	Name	Reference	Spent	Received
29 Feb 2016	Contact Energy	Office Power	200.00 NZD	
3 Mar 2016	vodafone	mobile	115.00 NZD	
3 Mar 2016	John Smith	Rent	1,250.00 NZD	
3 Mar 2016	JA Russell	May Statement	1,600.00 NZD	
15 Mar 2016	cROMBIE LOCK	INSURANCE	500.00 NZD	
15 Mar 2016	Placemakers	ePT STAE	5,000.00 NZD	

Bank Reconciliations

The selection then opens another area for you to code where the additional payment should go to. Then click on [Save Transaction](#) and Reconcile.

Find & select matching transactions below

1. Find & select matching transactions - 0 transactions selected

2. View your selected transactions. Add new transactions, as needed. ?

Received as: Direct Payment

From: D Fernandes

Reference: 4

NZD New Zealand Dollar

Amounts are: Tax Inclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount NZD	
...	Rent	1.00	235.00				235.00	
...								
...								
...								
...								
...								
							Subtotal	235.00
							GST	0.00
							TOTAL	235.00

Add a new line

Save Transaction Cancel

If your client has made an Overpayment of an invoice, you use the above drop down list and select **Overpayment**, this will prepopulate with the Accounts Receivable code and you select Save Transaction. Next time when you create an Invoice to the same Customer Xero will ask you if you would like to allocate the overpaid amount to this new invoice.

Bank Rules

Recurring Bills or Deposits can be saved and coded automatically each month using the [Bank Rules](#) option.

Bank Rules can be found on your toolbar – Accounting – Bank Accounts- Bank Rules. Here you can delete or edit any rules that have been set up.

Examples of good rules to set up are those to Power Companies, Phone and Internet Providers, Insurance, Petrol Stations, Bank Fees etc. These transactions, regardless of amount, are always coded to the same chart codes i.e. Power (306), Phone (446), Fuel (312/40). The system is designed to automatically code them for you.

To set up a rule you need to be in the bank reconciliation area and select the blue link Options and then [create rule](#), just above the transaction amount on the line you are creating the rule for.

The screenshot shows a software interface with a transaction line on the left and a 'Create bank rule' dialog box on the right.

Transaction Line:

- Date: 5 May 2014
- Contact: D Fernandes
- Description: Rent
- Link: More details

Options Menu:

- Options ▾
- Create bank rule
- Delete statement line

Create Bank Rule Dialog Box:

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

Your Notes

Bank Rules

Your Notes

When you click on Create Rule the screen below displays. This shows three separate tabs for Spend Money, Receive Money and Transfers.

bank rules >
Create Rule

Spend money rule Receive money rule Transfer money rule

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

Payee equals D Fernandes

Description equals Rent

Add a condition

2. Set the contact...

The contact will be an existing or new contact

3. Automatically allocate fixed value line items...

No fixed value line items

Add a new line

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

Description	Account	Tax Rate	Region	Percent...
				100.00%
TOTAL				100.00%

Add a new line

5. Set the reference...

The reference will be set by me during bank rec

6. Target a bank account...

Run this rule on Debtors - Savings Account

8. Give the rule a title...

D Fernandes

Save Cancel

Bank Rules

Your Notes

When money received on the bank statement line matches ANY of the following conditions:

1. Remove variable information that is not consistent on every single transaction
e.g. Caltex Kerikeri, remove Kerikeri keep Caltex, Eftpos Terminal numbers, invoice numbers or payment references.
2. Keep the core details e.g. Spark, Vodafone, Caltex, Warehouse Stationary. To edit the unnecessary information either click on the X (to delete certain lines) or click in and edit and delete any variable wording.
3. Select the contact – select payee from the bank.
4. Ignore box 3 if you have a fixed amount every time going to a single code. If you have a fluctuating amount going to another code you will need to complete the details in box 3 and box 4.

For example, if your phone account has two components (1) a fixed amount for internet; and (2) a fluctuating amount for landline and calls, then use box 3 for the fixed amount and box 4 for the fluctuating amount.
5. Box 4 is the area is where you are memorising where the amounts and codes go. This may be 100% to one code ie Fuel or split across a number of lines if the memorisation is for something like entertainment where you need to put 50% to Entertainment Deductible and 50% to Entertainment Non Deductible.
6. Set the reference – leave as is which always defaults to the bank statement line reference.
7. Target a bank account – from here you can select the bank account you wish this rule to apply to. It can either be solely against your main cheque account if only one account exists or in the case of bank fees you can run this rule against all accounts.
8. Give the Rule a Title – enter a description that relates to the rule so you can find it if you need to delete or edit at any time.
9. Don't forget to click Save when you have completed setting up your new rule.

Expense Claims—*Add on to Business Subscription 1st user FREE and thereafter @ \$5 per active user p/month*

Expense claims are when:

1. You have used private funds and require reimbursement from the business to yourself
2. You do not want to physically reimburse funds using cash, but you need the transaction to be recorded against your current account as funds introduced
3. If an employee requires reimbursement.

To enter expense claims go to your dashboard screen and at the bottom of the page you will find the option Expense claims.

The screenshot shows the Xero dashboard for 'Whitelaw Weber Demo Company'. At the top, there is a navigation bar with 'Accounting', 'Payroll', 'Projects', and 'Contacts'. Below this, the company name and last login information are displayed. A notification banner at the top right says 'The Xero Dashboard is an instant health check for your business' with a close button. Below the banner, there are links for a 'short video' and a 'help article'. A large blue arrow points to the 'Expense claims' section on the right side of the dashboard. This section includes a 'New claim' button and a summary table:

No drafts		0.00
1 to review		40.00
3 to pay		260.00

Below the summary table is a 'Recent submissions' table:

	#	Total
Tahnee Pauley	1	40.00

On the left side of the dashboard, there is a 'Debtors - Savings Account' section with a 'Reconcile 7 items' button and a balance summary. A chart at the bottom shows a balance trend over time.

Statement Lines—Account Transactions

You can search your transactions to identify those that have been reconciled and need to be recorded or just for information purposes.

To search your transactions, go to the Dashboard Screen and against the required bank account select the [three dots](#) and select [Account Transactions](#). This screen shows all your bank account transactions—reconciled and not reconciled.

The screenshot displays the Xero interface for a 'Debtors - Savings Account' (06-0350-589642-01) with the BNZ logo. A blue button indicates 'Reconcile 7 items'. The account balance in Xero is 3,190.00, and the statement balance as of June 29 is (1,130.00). A dropdown menu is open, showing options under four categories: Find (Account Transactions, Bank Statements), New (Spend Money, Receive Money, Transfer Money), Reconcile (Reconcile Account, Bank Rules, Reconciliation Report, Import a Statement), and Bank Feeds (Get Bank Feeds, View Status Updates). An 'Expense claims' section with a 'New claim' button is also visible.

Statement Lines—Account Transactions

From here you can click into any of these to have a better look at the details of the payments and deposits. You can also select options and edit to change coding or GST % value if incorrect. Alternatively you can select Remove & Redo to force the transaction back to the dashboard.

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

ASB 18,214.67 Statement Balance 9,644.57 Balance in Xero 8 Jul 2015 Reconciliation Report Manage Account

What's this?

Reconcile (23) Cash Coding Bank statements **Account transactions**

+ New Transaction

Remove & Redo No items selected Search

Date	Description	Reference	Payment Ref	Spent	Received	Status
15 Jul 2015	Payment: Gateway Motors	449	Ref 02761	411.35		Unreconciled
7 Jul 2015	Wilson Periodicals	Sub 098801			35.00	Unreconciled
6 Jul 2015	Payment: multiple Items				1,500.00	Reconciled
5 Jul 2015	Wilson Periodicals	Sub 098801		49.90		Unreconciled
4 Jul 2015	e-Bank Dep				1,000.00	Reconciled

Your Notes

Remove and Re-do

This function is great if you make a mistake, for example, let's say you forgot to put GST on your invoice and need to re-do the invoice.

Depending on whether it is a Sale or a Purchase you would go into the applicable tab then find the [invoice via the Search button](#).

If you know the invoice # or client name that you are looking for, you can enter this into the search fields and select [Search](#).

Number	Ref	To	Date	Due Date	Paid	Due	Status	Sent
INV-0035	P/O CRM08-12	Ridgeway University	27 Jun 2015	7 Jul 2015	6,187.50	0.00	Paid	Sent

Your Notes

Remove and Re-do

Here you will see that the invoice already has a payment applied to it. You will have to remove this payment first before you can re-do your invoice to include GST.

Drill into the invoice and then into the Less Payment.

Invoice INV-0035

Paid ✔ Sent [Mark as unsent](#) ? [Email](#) [Print PDF](#) [Invoice Options](#)

To	Date	Due Date	Invoice #	Reference	Branding theme	Total
Ridgeway University Attention: Accounts Dept Edit address	27 Jun 2015	7 Jul 2015	INV-0035	P/O CRM08-12	Standard	6,187.50

Amounts are **Tax Exclusive**

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount NZD
	Onsite project management for CRM Project 3 days/week	1.00	6,187.50		Sales	No GST	West Coast	6,187.50
Subtotal								6,187.50
Total No GST								0.00
TOTAL								6,187.50
Less Payment								6,187.50
29 Jun 2015								
AMOUNT DUE								0.00

Your Notes

Remove and Re-do

Here in the payment window you select Remove & Redo.

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

Transaction: Payment

Reconciled 10 Jul 2015 [View Details >](#) [What's this?](#)

Options ▾

- Send Receipt
- View Receipt (PDF)
- Unreconcile
- Remove & Redo

Payment Date	Reference
29 Jun 2015	

Contact	Inv #	Date	Due Date	Total	Payment Amount
Ridgeway University	INV-0035	27 Jun 2015	7 Jul 2015	6,187.50	6,187.50
Total				6,187.50	

[Cancel](#)

This will send your payment back to your Dashboard Screen. (You will not lose the payment)

- Now you are allowed to edit your invoice.

Your Notes

Remove and Re-do

- Put your “Amounts are” dropdown box to **Tax Inclusive** and change your tax rate to include GST on Income @15%.
- Select Update.
- You now have to go back to your Dashboard and Reconcile this payment against your invoice once again

Invoice INV-0035

Awaiting Payment ✔ Sent [Mark as unsent](#)
[?](#) [Email](#) [Print PDF](#) [📄](#) [Invoice Options ▲](#)

To Ridgeway University Attention: Accounts Dept Edit address	Date 27 Jun 2015	Due Date 7 Jul 2015	Invoice # INV-0035	Reference P/O CRM08-12	Branding theme Standard	Repeat Void Copy Edit Add Credit Note
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Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Region	Amount NZD
	Onsite project management for CRM Project 3 days/week	1.00	6,187.50		Sales	No GST	West Coast	6,187.50
Subtotal								6,187.50
Total No GST								0.00
TOTAL								6,187.50

Your Notes

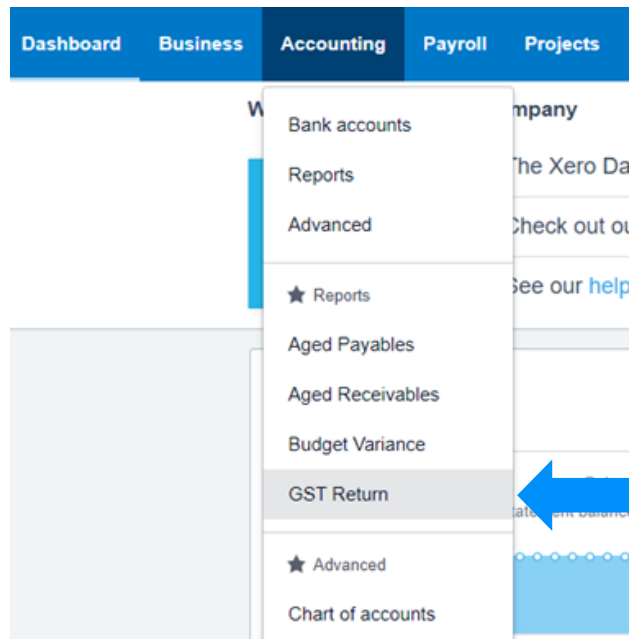
GST Returns

After you have completed the reconciliation of your bank accounts covering the period of your current GST return, you need to screen up the GST return to see what is payable or receivable to or from the IRD.

Please note if you have not reconciled all the bank transactions within the GST return date range and there are still unreconciled transactions on your dashboard. Xero will prompt you that not all transactions have been reconciled.

To screen up your GST return from your toolbar:

1. Select the Accounting Tab
2. Select GST Return



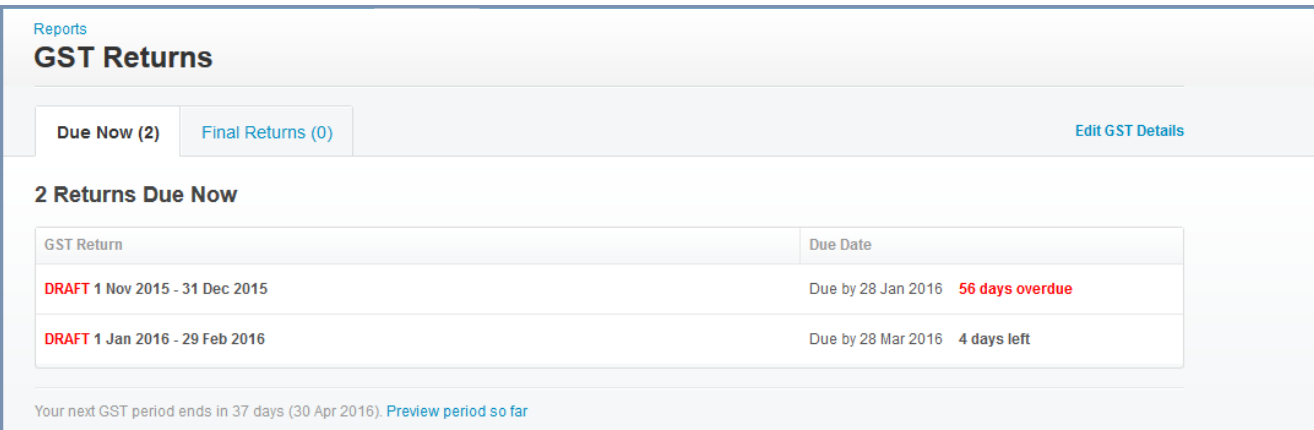
Your Notes

GST Returns

You will see the following screen, showing you all the outstanding returns you have and also how many days you are overdue or have left to file the return with the IRD.

Tab 2 shows finalised and filed returns so there is a record of all previously completed GST returns.

Simply select the GST return due to see an electronic copy of your GST 101A form containing all the



The screenshot shows a web interface for 'Reports' with the title 'GST Returns'. It features two tabs: 'Due Now (2)' and 'Final Returns (0)'. A link 'Edit GST Details' is visible. Below the tabs, a section titled '2 Returns Due Now' contains a table with the following data:

GST Return	Due Date
DRAFT 1 Nov 2015 - 31 Dec 2015	Due by 28 Jan 2016 56 days overdue
DRAFT 1 Jan 2016 - 29 Feb 2016	Due by 28 Mar 2016 4 days left

At the bottom of the screenshot, a note states: 'Your next GST period ends in 37 days (30 Apr 2016). [Preview period so far](#)'.

collated information from your reconciled transactions ready to file with the IRD and showing any payment or refund due.

Tab One – GST 101A collated information for filing and showing payment/refund due.

Tab Two: If you are registered on a Ratio Basis for GST, you will see the provisional return tab.

Tab Three: GST Audit Trail – this must always be reviewed to ensure no errors and that you agree with all information/coding ahead of filing with the IRD.

Your Notes

GST Returns

Your Notes

Report: GST Return

GST Return
Provisional Return
GST Audit Report

← Select GST Audit Report

i We were unable to calculate late filing for this return. Please see the help for more information on late filing in Xero.

DRAFT
Overdue by 56 days

GST Return

Demo Company (NZ)

For the period 1 November 2015 to 31 December 2015

194.06

GST and provisional tax to pay

Add a summary

Return Details

Registration number	1	111-111-111
Period covered by the return	2	November to December 2015
This return and any payments are due		28 Jan 2016
Return basis		Payments

Sales and Income

Total sales and income	5	1,700.01
Zero-rated supplies	6	0.00
Net GST sales and income	7	1,700.01
Total GST collected on sales and income	8	221.74
Any debit adjustments	9	<input type="text" value="0"/>
Total GST collected for the period	10	221.74

Purchases and Expenses

Total purchases and expenses	11	212.21
Total GST credits on purchases and expenses	12	27.68
Any credit adjustments	13	<input type="text" value="0"/>
Total GST credit	14	27.68
GST to pay	15	194.06

Export
Save
Cancel

GST Returns

Your Notes

If you are now satisfied that the GST return contains all the correct information relating to this period please select the **Save** dropdown box at the bottom of the GST return and select the **Save Final** option.

Purchases and Expenses		
Total purchases and expenses	11	27,327.83
Total GST credits on purchases and expenses	12	3,564.50
Any credit adjustments	13	0
Total GST credit	14	3,564.50
GST refund	15	3,564.50

Export - Save - Cancel
Save Draft
Save Final

This is a very important step to remember as this locks the GST return prohibiting any transaction or recoding done on these dates to change the GST return as filed online with the IRD.

After selecting the Save Final option you will see the following screen informing you that you can file now with the IRD, this will open your MY IR Business login screen, and the return will be filed automatically with the IRD.

Dashboard Accounts Projects Reports Adviser Contacts Settings

Reports > GST Return

GST Return

GST Return Provisional Return GST Audit Report Late GST Claims

Ready to file
Due by 28 October 2017. By clicking "File Now" you declare the return is correct, and acknowledge and agree to these GST Filing Terms & Conditions.

File now with IRD

FINALISED Finalised by Whitelaw Weber Limited on 11 October 2017

GST Return

Whitelaw Weber Demo Company
For the period 1 August 2017 to 30 September 2017

668.35
GST to pay

Return Details



GST Returns

You can Export the GST return in a few different formats (PDF, Google Sheets or Excel) should you wish to keep separate records.

If you have made an error and realise it at this point (before filing with IRD) you can select the Revert to Draft (red button), make the changes required and follow the previously detailed steps again ensuring you [Save as final](#) before filing with the IRD to lock the return.

Late Claims

Any transaction changed after you have locked the GST return is defined as a late claim. Late Claims are automatically included in the next open GST return.

For Example: You have bought a vehicle and you realise that you should've claimed GST on the vehicle. You go to the payment for the vehicle and you edit the information to include GST. This date falls within the period already locked/finalised. Xero will automatically include the GST claim in the next open GST return.

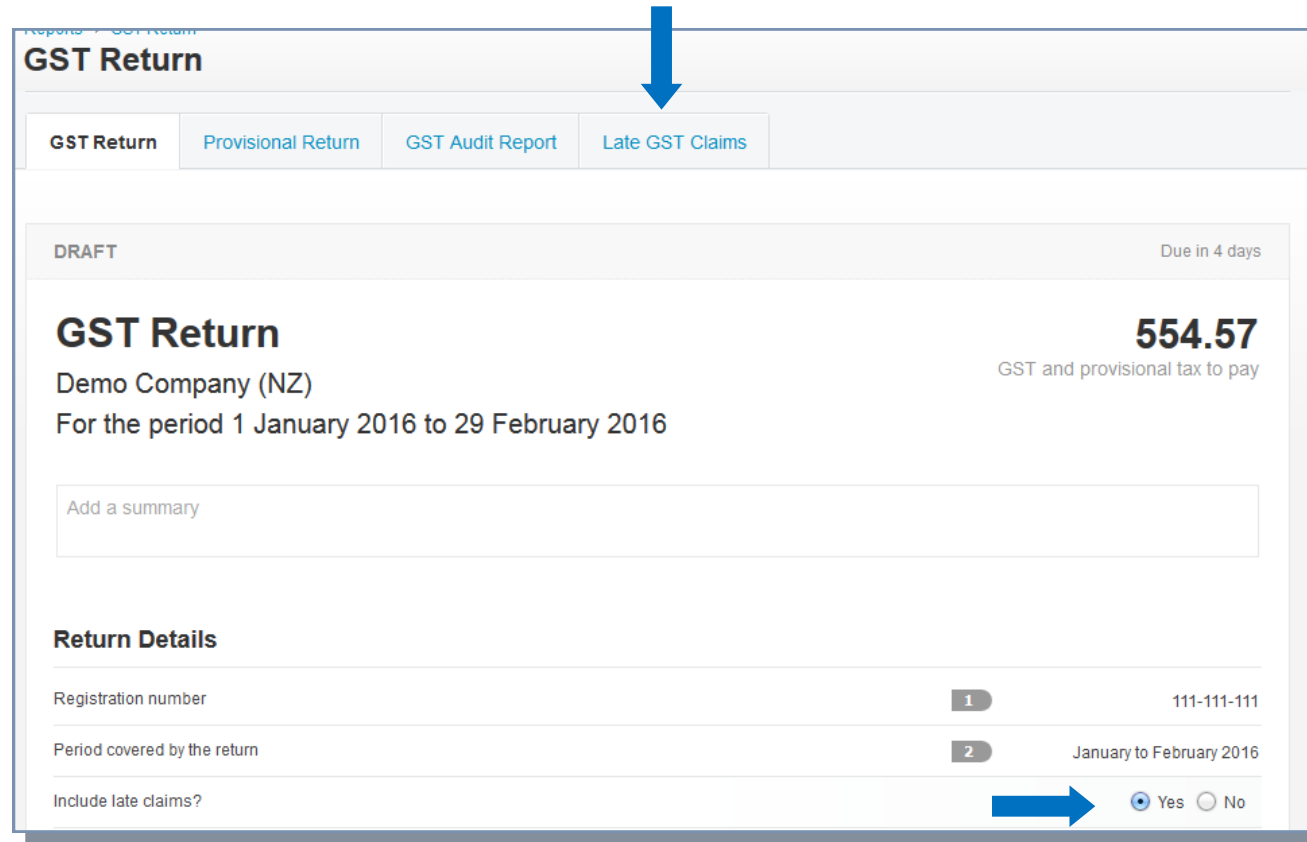
A box in the GST return will appear named Late Filing Claims. Always leave the tick on to include Late Filing Claims.

Your Notes

GST Returns

Late Claims

This is the next open GST return



Reports > GST Return

GST Return

GST Return | Provisional Return | GST Audit Report | Late GST Claims

DRAFT Due in 4 days

GST Return **554.57**
 Demo Company (NZ) GST and provisional tax to pay
 For the period 1 January 2016 to 29 February 2016

Add a summary

Return Details

Registration number	1	111-111-111
Period covered by the return	2	January to February 2016
Include late claims?		<input checked="" type="radio"/> Yes <input type="radio"/> No

Your Notes

GST Returns

Your Notes

Late Claims

GST Return

GST Return | Provisional Return | GST Audit Report | **Late GST Claims**

DRAFT Due in 4 days

Late Claims

Demo Company (NZ)
For the period 1 January 2016 to 29 February 2016

DATE ▲	ACCOUNT	REFERENCE	DETAILS	GROSS	GST
17 Nov 2015	Motor Vehicle Purchased		Vehicle purchased - Vehicle purchased	(5,000.00)	(652.17)
Total				(5000.00)	(652.17)

Export | Save | Cancel

Xero Files & Search Box

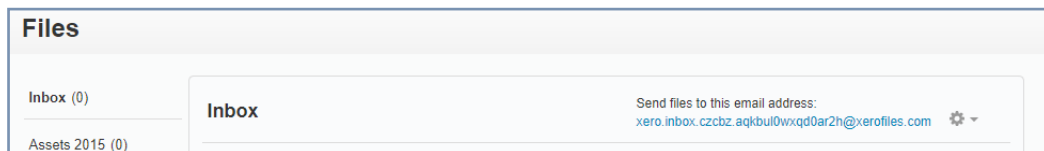
Xero Files can be found by clicking on your organisation name, and then Files.

This area of Xero allows you to make folders to store Year End information, asset receipts, insurance policies etc.

Each Xero organisation has a unique email address which allows you to email documents directly into your system.

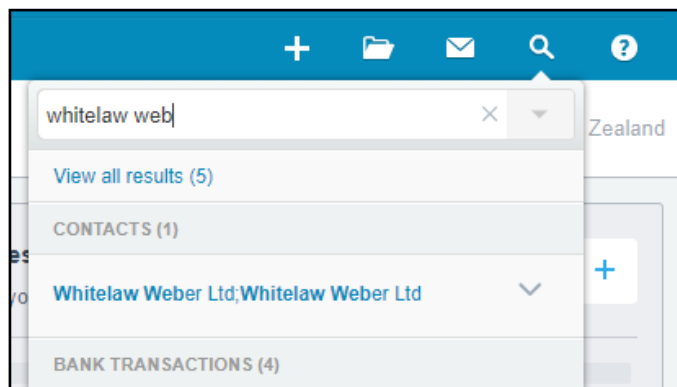
You can also upload documents from your desktop/device, or take a photo on your device.

The Xero App is available for both Android and Apple devices.



Search Box

The global search bar is located at the top right of your Xero navigation—you can find a transaction quickly by searching by contact, amount or date across all bank accounts.



Need More Help?

If you feel you need more information or assistance to make sure you get the most out of Xero, please don't hesitate to make a time for further training with your Client Manager. Please call us on 09 407 7117.

Ashlea Benjamin	Ext. 219	ashlea@wwc.co.nz
Chelsea Downey	Ext. 203	chelsea@wwc.co.nz
Donna Young	Ext. 226	donna@wwc.co.nz
Emma Irvine	Ext. 220	emma@wwc.co.nz
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Kathleen Dunn	Ext. 223	kathleen@wwc.co.nz
Lindsay Russell	Ext. 224	lindsay@wwc.co.nz
Rose Baker	Ext. 241	rose@wwc.co.nz
Tahnee Pauley	Ext. 210	tahnee@wwc.co.nz
Tracey French	Ext. 206	tracey@wwc.co.nz

Your Notes

Training Sessions at Whitelaw Weber

The Business Lab

Due to the COVID-19 pandemic, we have had to rethink the way we offer trainings. The Business Lab is currently being formatted into an online classroom. We will let you know when it is up & running!

What does The Business Lab entail?

Business owners need a broad set of skills ranging from 'on the tools' expertise through to sales, marketing, technology and managing money, just to name a few. But how and where can you develop these skills?

- Identify how your business is performing across key metrics.
- Get tools, insights and strategies to grow your business.
- Create a prioritised action plan to provide momentum and accountability.
- Fill skill gaps by identifying what you know you don't know (KDK) and what you don't know you don't know (DKDK).
- Develop a holistic view of business management.
- Leverage expertise and knowledge from other business owners and the facilitators.
- Get hands-on learning through practical exercises and workshops.

“ Some people dream of **Success** while other people get up every morning and **make it happen.**”
Which are you?

If you want to learn how to create a thriving, sustainable business, the Business Lab Programme is for you.

Give us a call 09 407 7117 to find out more.

Zoom

Unable to get into one of our offices? If you are unable to travel, feeling unwell or just don't have time to pop in, let us know & we will organise a Zoom meeting! Zoom is innovative online software, allowing users to have video meetings, share screens & have live chat. Zoom enables quick adoption with meeting capabilities that make it easy to start, join, and collaborate across any device. We know that sometimes you just can't make it in, which is why we are happy to work with Zoom, an alternative meeting host.

#TECHTALKS

Tech Talks is back! Every Tuesday between 9 - 11am, you can book a 10 minute Zoom meeting with our software expert Tahnee Pauley.

Contact reception on info@wwc.co.nz to book a 10 minute Tech Talks spot.



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