XERO CREDITORS

Become a Xero Superhero!

prepared by









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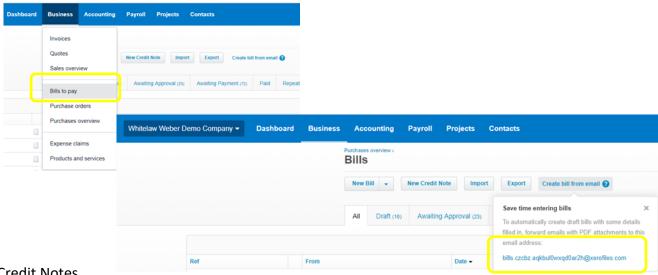
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Loading Accounts Payable/Bills

The process of preparing supplier invoices for payment.

Bills Email Address

The Bills email allows you to email your supplier invoices directly to Purchases in form of a draft Bill.



Credit Notes

Raising credit notes, refunding or applying against future invoices.

Accounts Payable Report

Batch Processing

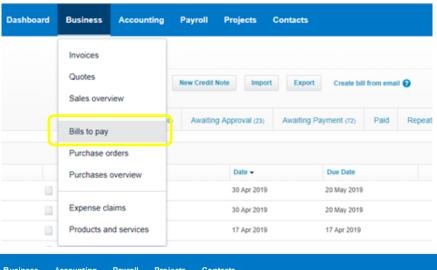


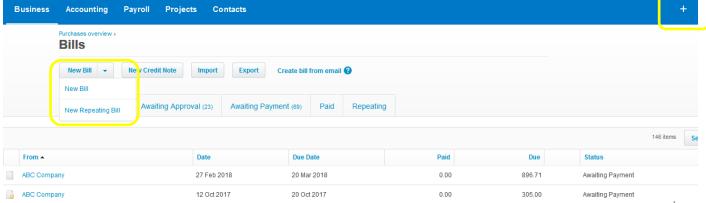


Loading Accounts Payable

From the Business tab select Bills to pay.

Within Bills select New Bill or Repeating Bill.

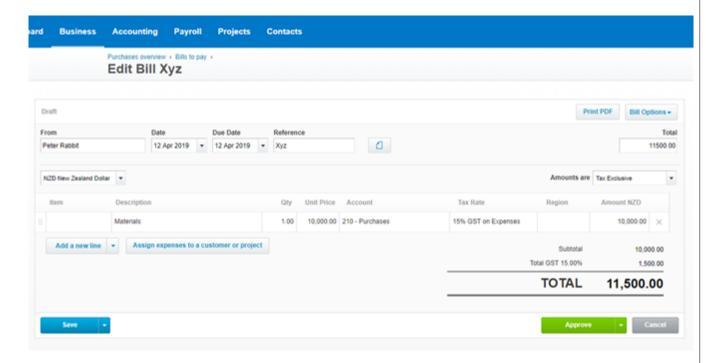








Loading Accounts Payable

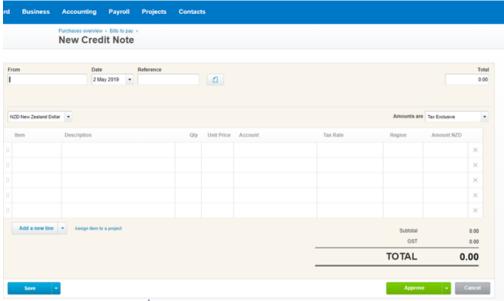


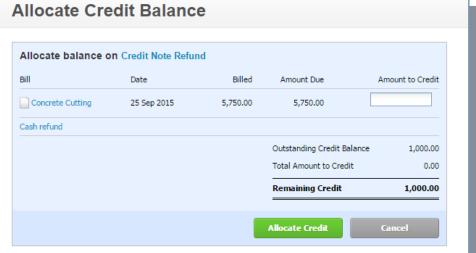




Credit Notes

Go to the Business tab and select Bills to pay. Click on the New Credit Note button.









Credit Notes

Outstanding Payments Due & Credit Notes

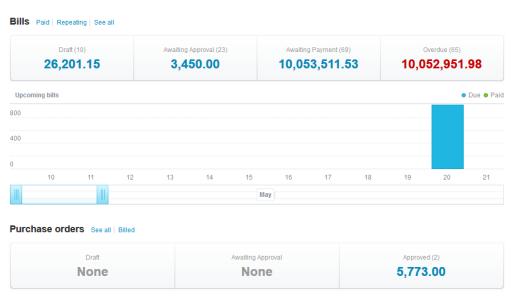








Approval System









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.

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Training Sessions at Whitelaw Weber

The Business Lab

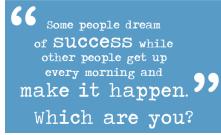
Due to the COVID-19 pandemic, we have had to rethink the way we offer trainings. The Business Lab is currently being formatted into an online classroom. We will let you know when it is up & running!

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.



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.

<u>Zoom</u>

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.



