

# XERO CREDITORS HANDBOOK

Become a Xero Superhero!

prepared by



**WHITELAW  
WEBER** LTD

*Brought to you by*



PLATINUM  
PARTNER

© Whitelaw Weber Limited 2020. Not to be reproduced or altered without written permission from the owner.



## Table of Contents

### 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.

The screenshot displays the software's navigation menu on the left, with 'Bills to pay' highlighted. The main interface shows the 'Bills' section under 'Purchases overview'. A pop-up window titled 'Save time entering bills' is visible, containing the text: 'To automatically create draft bills with some details filled in, forward emails with PDF attachments to this email address: bills.czcbz.aqkbul0wxqd0ar2h@xerofiles.com'. The email address is highlighted in yellow.

### 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.

The screenshot shows the software interface with the following elements:

- Navigation Bar:** Dashboard, Business, Accounting, Payroll, Projects, Contacts.
- Business Menu:** Invoices, Quotes, Sales overview, **Bills to pay** (highlighted), Purchase orders, Purchases overview, Expense claims, Products and services.
- Buttons:** New Credit Note, Import, Export, Create bill from email.
- Summary:** Awaiting Approval (23), Awaiting Payment (72), Paid, Repeat.
- Table:**

	Date	Due Date			
	30 Apr 2019	20 May 2019			
	30 Apr 2019	20 May 2019			
	17 Apr 2019	17 Apr 2019			
- Business Bar:** Business, Accounting, Payroll, Projects, Contacts, + (highlighted).
- Bills Page:**
  - Buttons:** New Bill (dropdown), New Credit Note, Import, Export, Create bill from email.
  - Summary:** Awaiting Approval (23), Awaiting Payment (69), Paid, Repeating.
  - Table:**

From	Date	Due Date	Paid	Due	Status
ABC Company	27 Feb 2018	20 Mar 2018	0.00	896.71	Awaiting Payment
ABC Company	12 Oct 2017	20 Oct 2017	0.00	305.00	Awaiting Payment

## Loading Accounts Payable

Your Notes

[Home](#)
[Business](#)
[Accounting](#)
[Payroll](#)
[Projects](#)
[Contacts](#)

Purchases overview > Bills to pay >

### Edit Bill Xyz

Draft Print PDF Bill Options

From	Date	Due Date	Reference	Total
Peter Rabbit	12 Apr 2019	12 Apr 2019	Xyz	11500.00

NZD New Zealand Dollar Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount NZD
	Materials	1.00	10,000.00	210 - Purchases	15% GST on Expenses		10,000.00

[Add a new line](#)
[Assign expenses to a customer or project](#)

Subtotal	10,000.00
Total GST 15.00%	1,500.00
<b>TOTAL</b>	<b>11,500.00</b>

[Save](#)
[Approve](#)
[Cancel](#)



# Credit Notes

## Outstanding Payments Due & Credit Notes

**Bills**

[+ New Bill](#) [+ New Credit Note](#) [Import](#) [Export](#)

[All](#) [Draft \(0\)](#) [Awaiting Approval \(0\)](#) [Awaiting Payment \(14\)](#) [Paid](#) [Repeating](#)

44 items [Search](#)

Ref	From	Date	Due Date	Paid	Due	Status
Refund	John Amith	25 Sep 2015		0.00	(1,000.00)	Awaiting Payment



# Your Notes

# Approval System

Your Notes

## Bills [Paid](#) | [Repeating](#) | [See all](#)

Draft (10) <b>26,201.15</b>	Awaiting Approval (23) <b>3,450.00</b>	Awaiting Payment (69) <b>10,053,511.53</b>	Overdue (65) <b>10,052,951.98</b>
--------------------------------	---	---	--------------------------------------



## Purchase orders [See all](#) | [Billed](#)

Draft <b>None</b>	Awaiting Approval <b>None</b>	Approved (2) <b>5,773.00</b>
----------------------	----------------------------------	---------------------------------



## 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
Hariata Shortland	Ext. 225	hariata@wwc.co.nz
Ingrid Munford	Ext. 221	ingrid@wwc.co.nz
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](mailto:info@wwc.co.nz) to book a 10 minute Tech Talks spot.



© Whitelaw Weber Limited 2020. Not to be reproduced or altered without written permission from the owner.

