

XERO DEBTORS HANDBOOK

Become a Xero Superhero!

prepared by



**WHITELAW
WEBER** LTD

Brought to you by



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



Table of Contents

Quotes

Invoices

Customer Statements

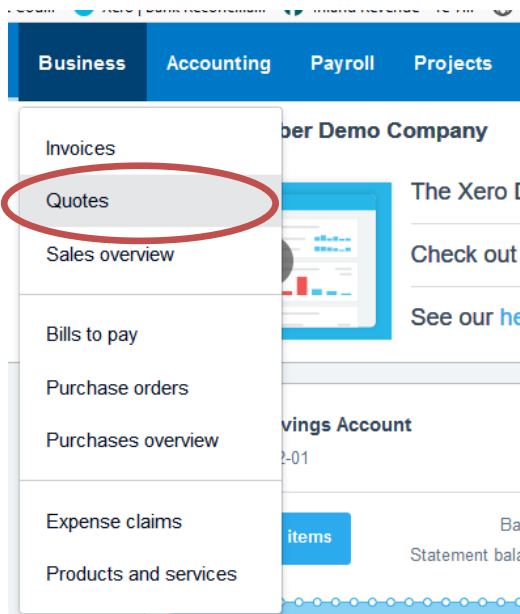
Accounts Receivables Report

Applying Payments

Your Notes

Quotes

From the **Business** tab select **Quote**.



Your Notes

Quotes

As with raising new invoices, the New+ button links to raising New Invoices, Quotes, Repeating Invoices and Credit Notes

Sales overview

+ New Send Statements Import Search

Invoice Quote Repeating invoice Credit note

Invoice to contact group Add contact group

40,000 20,000 0

Older Feb Mar Apr May Future

Awaiting Approval: None

Awaiting Payment (56): **48,068.31**

Overdue (50): **48,959.65**

Customers owing the most List Pie All

Customer	Amount	Status
Sally Oats	20,260.25	20,260.25
Bob Smith	10,667.40	10,667.40
ABC Compan	8,321.40	8,394.40
Small Jobs	1,725.00	1,725.00
John Smith	1,680.10	1,680.10

Quotes See all

Draft Sent (1) Accepted (2) Expired

Your Notes

Quotes

Your Notes

New Quote

Create

Customer: [] Date: 25 Sep 2015 Expiry: [] Quote number: QU-0001 Reference: [] Theme: Standard

+ Add a Title & Summary

NZD New Zealand Dollar Amounts are Tax Exclusive

Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Region	Amount NZD
Subtotal								0.00
Total								0.00

+ Add a new line

Expiry: This has 7 days/14 days/30 days Tabs / or you are able to enter your own date from the calendar dropdown

Quote No: This will automatically generate

Theme: This is a customised quote with letter head

+Add a Title & Summary: Title allows you to enter the property address etc that you will be doing the quote for

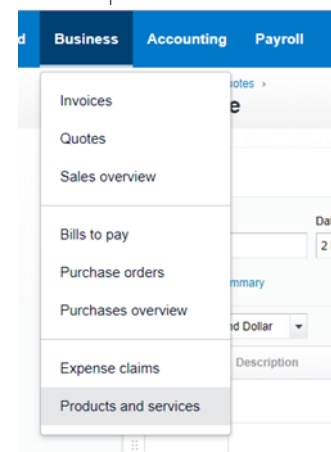
Summary: Blurb of what the quote relates to e.g. – Extension added to existing shed

Items: Same items can be used that you would normally use on your invoices (you don't need to use the items) These can be found under **Products and Services**.

Terms: To set and reuse terms, edit your branding theme in Invoice Settings.



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



Quotes

Your Notes

Sales > Quotes >

New Quote

Create 📄

Customer: ABC Furniture Date: 25 Sep 2015 Expiry: 25 Oct 2015 Quote number: QU-0001 Reference: Theme: Standard

Title: **Hone Heke Road Property**

Summary: Adding new extension to the existing shed at the property

NZD New Zealand Dollar Amounts are: Tax Exclusive

Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Region	Amount NZD	
::	Labour	25.00	35.00		200 - Sales	15% GST on Income		875.00	×
::	Materials (breakdown provided on request)	1.00	14,500.00		200 - Sale	15% GST on Income		14,500.00	×
::									×

+ Add a new line

Subtotal: 15,375.00
Total GST 15.00%: 2,306.25

Total: 17,681.25

Quotes

Your Notes

The Quote System Process

Raise Quote — Save to Draft — Email to Customer — Approve & Raise Invoice

To Accept Quote select **Quote Accepted** from the **Options** drop down box in the Quote.

Sales > Quotes > Quote QU-0005

Quote QU-0005 has been unmarked as accepted

Sent Send Print Options

Customer: **Jakaranda Maple Systems** Date: 20 Jun 2015 Expiry: 20 Jul 2015 Quote number: QU-0005 Theme: Standard
Email: donna@wvc.co.nz
+ Add contact details

Title: **Hone Heke Road**

Summary
Extensions to Garage

Item	Description	Quantity	Unit price	Disc %	Account	Tax r
	Labour	10.00	86.96		200 - Sales	15% d Inc on
		1.00	1,304.35		200 - Sales	15% d

Mark as accepted and **Create Invoice**.

Note: Tick mark as invoiced to remove from

Sales > Invoices > New Invoice

Set a default due date on your invoices to save time.

Quote QU-0005 has been marked as invoiced

To: **Jakaranda Maple System** Date: 20 Jun 2015 Due Date: 27 Jun 2015 Invoice #: INV-0048 Reference: QU-0005 Branding: Standard

Currency: NZD New Zealand Dollar Amounts are Tax Inclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Region	Amount NZD
	Labour	10.00	100.00		200 - Sales	15% GST on Income	North	1,000.00
	materials	1.00	1,500.00		200 - Sales	15% GST on Income		1,500.00
Subtotal								2,500.00
Includes GST 15.00%								326.08
TOTAL								2,500.00

Save Approve Cancel

Sent Quotes area otherwise it will continue to sit in the accepted area on your Sales Dashboard. It is not necessary for it to sit there as it is now recorded in the sales invoice area referenced back to the original quote in the history at the bottom of the invoice. You may choose to leave your accepted Quotes as not marked as invoiced to retain in the Accepted area of the Quotes Dashboard.

Invoices

At any point Draft Invoices or Approved Invoices can be edited. In draft simply edit direct in the invoice or add a new line. In an approved invoice select the Invoice Options Tab top RHS of invoice and select Edit.

Your Notes

Sales overview > Invoices >
Invoice INV-0149

Awaiting Payment Preview Email Print PDF Invoice Options

To **Date** **Due Date** **Invoice #** **Reference** **Branding theme** **Online Payments**
 Bob Smith 22 Oct 2019 31 Oct 2019 INV-0149 QU-0010 Standard None [Get set up now](#)
 18 New Street
 Nelson 7010
 Nelson
 NEW ZEALAND
[Edit address](#)

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Division	Region	Amount
	Assembly	1.00	3,500.00		Sales/Services	15% GST on Income			3,500.00
	Hireage	7.00	500.00		Sales/Services	15% GST on Income			3,500.00
Subtotal									7,000.00
Total GST 15%									1,050.00
TOTAL									8,050.00

Invoice Options dropdown menu (circled in red):
 Repeat
 Void
 Copy to...
 Edit
 Add Credit Note
 Share Invoice

Invoices

Your Notes

- Discounts
- Items/Stock
- Regions/Tracking
- Copy and Repeating Invoices

Repeating Invoices can be set to weekly/fortnightly or monthly and repeat the same invoice as per the parameters set.

Invoice INV-0038

Awaiting Payment
[Preview](#) [Email](#) [Print PDF](#) [Share](#) [Invoice Options](#)

To	Date	Due Date	Invoice #	Reference	Branding theme	Online Payments
Sally Oats No address Add address	18 Oct 2017	20 Nov 2017	INV-0038	INV-0037	Standard	None. Get set up now

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Division	Region	Amount
	Golf Balls	1.00	40.00	10.00	Sales/Services	15% GST on Income			
100	Test Item	1.00	20.00		Sales/Services	15% GST on Income			

Subtotal (includes a discount of 4.00) 56.00
Total GST 15% 8.40

To	Reference	Invoice number	Issue date	Due date	Online payments
Sally Oats	INV-0037	INV-0038	Wed 18 Oct 2017	Mon 20 Nov 2017	None Get set up now

Item	Quantity	Price	Discount	Tax amount	Amount
Golf Balls <small>Account: Sales/Services • Tax Rate: 15% GST on Income</small>	1	40.00	10.00%	5.40	36.00
Test Item <small>Account: Sales/Services • Tax Rate: 15% GST on Income</small>	1	20.00		3.00	20.00

Subtotal excl. tax	56.00
Includes discount	4.00
Total GST	8.40
Amount due	64.40

[Attach files](#)

The **Copy Function** allows you to copy an identical invoice for the same customer or to copy an identical invoice to change to a new customer name.



Invoices

Your Notes

Sales > Invoices >

New Repeating Invoice

What's this?

Repeat this transaction every: Month(s) | Invoice Date: 20 Jun 2015 | Due Date: Due 20 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.

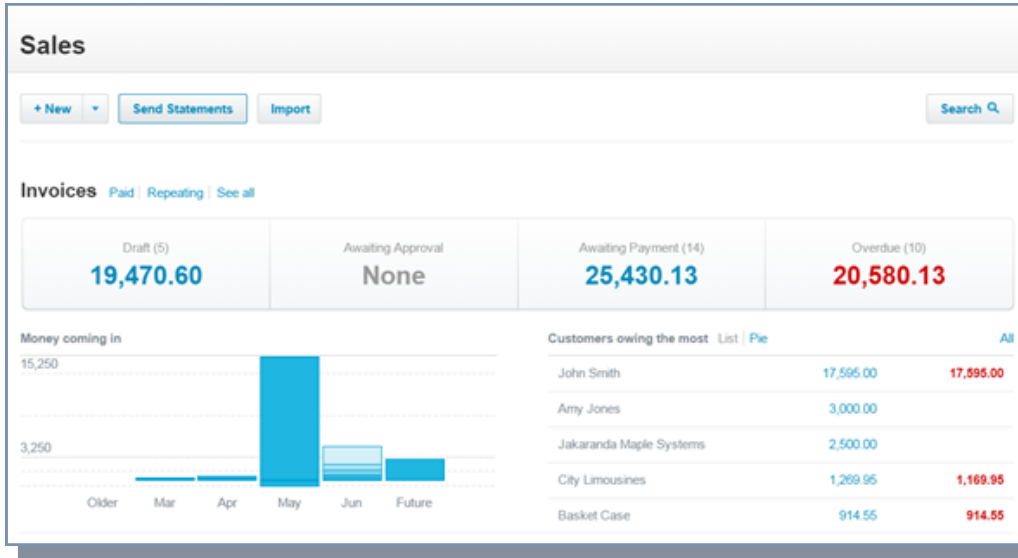
Invoice to: City Limousines | Reference: | Branding: Standard

Amounts are: NZD New Zealand Dollar | Tax Inclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Region	Amount NZD
Train-MS: Half day training - Microsoft Office	Half day training - Microsoft Office	1.00	200.00	50.00	200 - Sales	15% GST on Income	Eastside	100.00
Subtotal (includes a discount of 100.00)								100.00
Includes GST 15.00%								13.04
TOTAL								100.00

Customer Statements

Your Notes



You can filter by client name and date range to produce a statement for viewing or sending to client. If no specific client contact details are entered it will bring up all statements for all clients within the date range selected.

Statements

What's this?

Statement Type: Activity between 1 Mar 2015 and 31 May 2015 Filter by City LI Update

Print Email No items selected

Name	Account No.	Email	Address	Outstanding Balance	Overdue
City Limousines		Edit address details	Accounts Dept,	1,169.95	519.95

Accounts Receivables Report

Your Notes

Select Accounting Tab—Reports—Aged Receivables Summary.

The screenshot shows a software interface with a blue navigation bar at the top containing tabs for 'Business', 'Accounting', 'Payroll', 'Projects', and 'Contacts'. The 'Accounting' tab is active. Below the navigation bar, there is a search bar labeled 'Search Reports'. A dropdown menu is open from the 'Reports' section, listing various report types such as 'Bank accounts', 'Advanced', 'Reports', 'Aged Payables Summary', 'Aged Receivables Summary', 'Budget Variance', 'GST Return', 'Advanced', 'Chart of accounts', 'Find and recode', 'Fixed assets', and 'Manual journals'. The 'Aged Receivables Summary' option is highlighted. In the background, a 'Sales' section is visible with a list of reports: 'Aged Receivables', 'Aged Receivables Detail', 'Aged Receivables Summary' (which is selected with a blue star), and 'Customer Invoice Report'. There is also a 'Purchases' section with reports like 'Aged Payables', 'Aged Payables Detail', 'Aged Payables Summary', and 'Billable Expenses - Outstanding'. Each report entry has a 'New' button next to it.

Applying Payments

- Exact Payment Applied to Open Invoice
- Payment applied to multiple invoices
- Part/Split Payments
- Overpayments
- Raising and Applying Overpayment/Credit Note to New Invoice
- Within **New Invoice** drop down box, select **Credit Note**
- Raise Credit Note and Approve — Either immediately allocate against open invoices by confirming amount to credit or allocating

Sales > Invoices > **New Credit Note**

To: Marine Systems Date: 20 Jun 2015 Credit Note #: CN-0052 Reference (optional): returned goods Branding: Standard

Currency: NZD New Zealand Dollar Amounts are: Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount NZD	
	Returned	1.00	500.00	200 - Sales	15% GST on Income		500.00	
							Subtotal	500.00
							Total GST 15.00%	75.00
							TOTAL	575.00

Save

amount to credit or allocating Credit. Or cancel which will store credit in approved sales invoice area to be applied to future invoices raised. When you raise a new invoice to this client the system will automatically prompt you to apply outstanding credit note or overpayments.

Sales > Invoice CN-0052 > **Allocate Credit Balance**

✓ Credit Note Approved

Allocate balance on Credit Note CN-0052

Invoice	Date	Invoked	Amount Due	Amount to Credit
<input type="checkbox"/> INV-0037	25 May 2015	396.00	396.00	
Cash refund				
Outstanding Credit Balance				575.00
Total Amount to Credit				0.00
Remaining Credit				575.00

Allocate Credit Cancel

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 to book a 10 minute Tech Talks spot.



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

