XERO WHIZ HANDBOOK

Become a Xero Superhero!

prepared by

WHITELAW WEBER LTD

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Cash Coding

Your Notes

Cash coding is a quick, alternative way to create and reconcile multiple spend & receive money transactions to match bank statement lines.

These statement lines are displayed in a spreadsheet format.

Do not use Cash coding for those transactions that need to be matched to a bill or invoice. You will need to use the standard reconciliation screen to match these payments.

You will need the Standard + Cash Coding user role.

Before you start cash coding

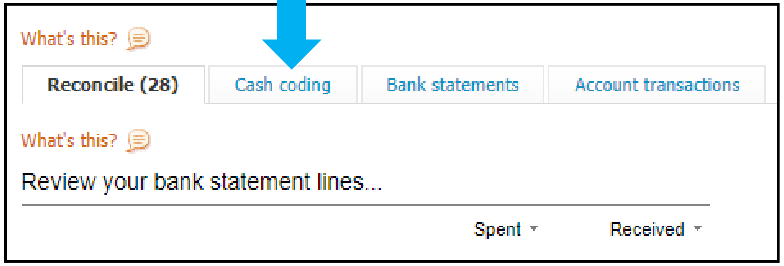
To avoid cash coding something that might match an invoice or other transaction you've already entered in Xero, we recommend reconciling the following items first in the Reconcile tab:

- ✔ Sales invoices and bills
- ✔ Credit note refunds
- ✔ Overpayments and prepayments
- ✔ Expense claims
- ✔ Transfers between bank accounts

Cash Coding

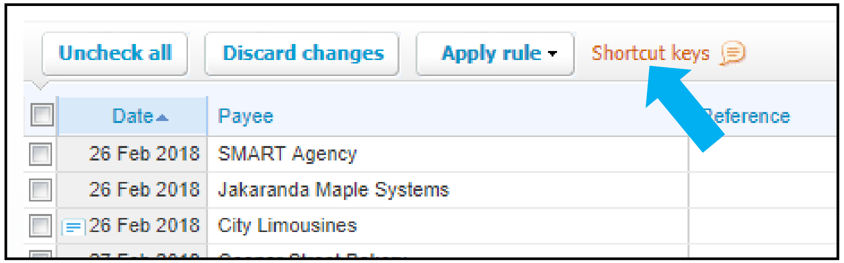
Your Notes

You can access cash coding from the standard reconciliation screen.



Click on any of the headings to sort your transactions.

Click on shortcut keys to open a list of handy shortcut keys to make reconciling even faster.



<u>Apply and reconcile bank rules</u>

Select the checkboxes next to the bank statement lines Xero has completed for you as a result of bank rules you've set up. If there are other lines you want to apply a bank rule to, select the checkbox next to these lines, click Apply rule, then select the rule to apply. Click Save & Reconcile Selected.

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Cash Coding

Code and reconcile lines with the same details

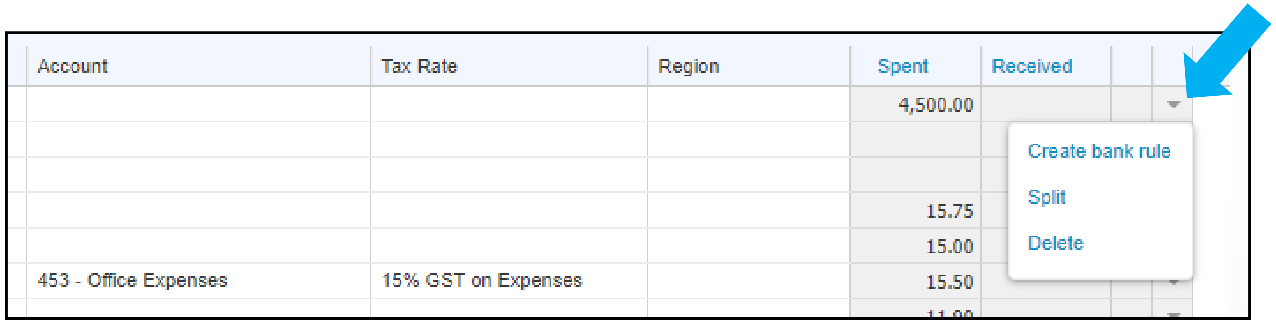
Select the checkboxes next to the bank statement lines you want to code with the same details.

Enter details in the first field. When you move to the next field, the details you've just entered will be added to all lines you selected. Enter details into the remaining fields. Click Save & Reconcile Selected.

Code and reconcile remaining lines

Code the remaining lines by entering details into the fields.

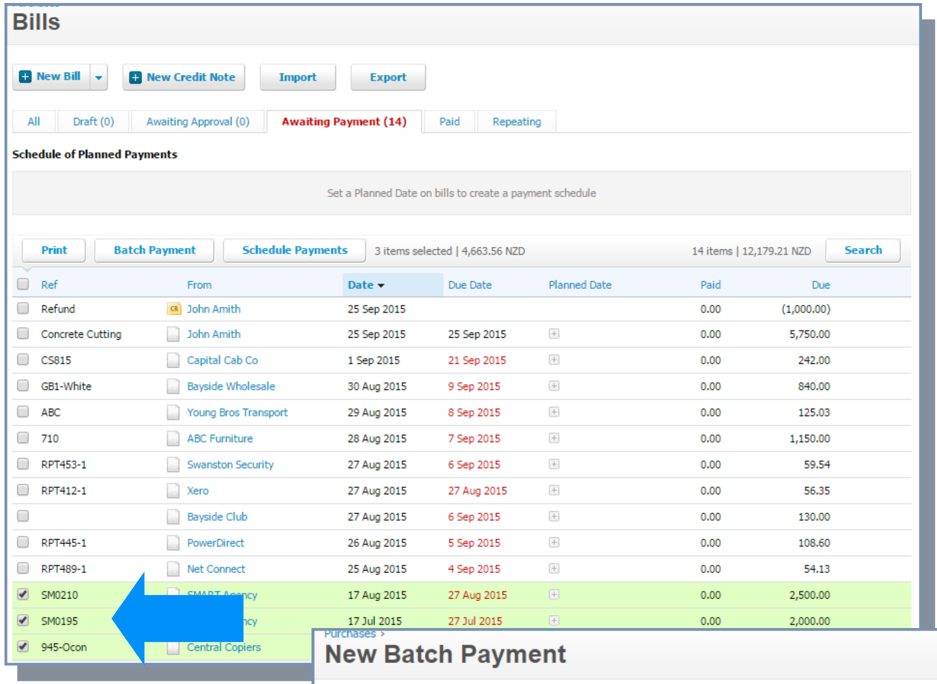
Split a statement line or create a bank rule while you're coding - click the arrow next to the statement line to use these options.



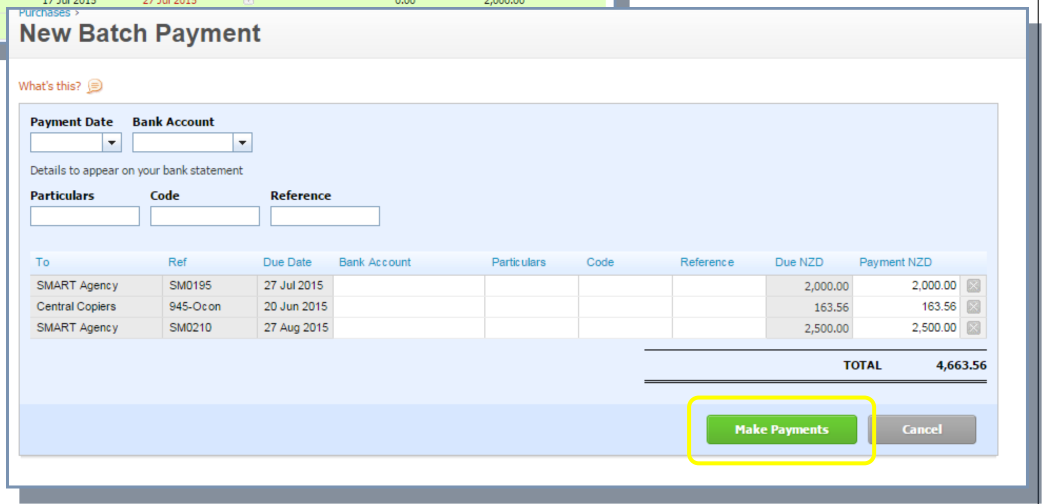
Your Notes

Batch Processing

From your Bills overview screen go into the awaiting payment area and select bills to be paid as a batch



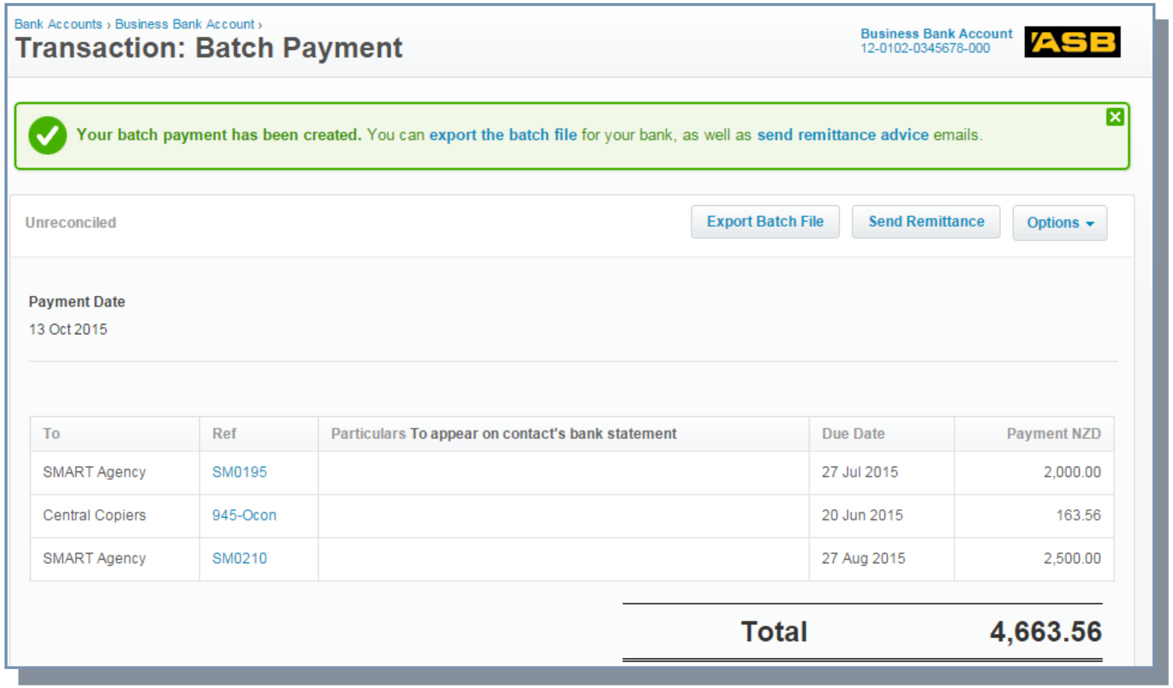
Enter Payment Date/Bank Account to be debited and reference for your bank statement. Note: you can post date payments.



Ensure bank account details and invoice references for each supplier are entered and select Make Payments.

Batch Processing

Select Export Batch File. Then log into Online Business Banking in a new internet window and select Direct credit payments and import Xero Batch File from your downloads folder into your online banking review and authorise.



This payment will close off and apply payment against the open creditor invoice. When the physical payment comes out of the bank account the batch payment amount will appear on your dashboard to reconcile to the paid invoices and be highlighted in green for automatic

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Products and Services (Inventory)

Your Notes

Use inventory in Xero to manage products and services you buy and sell.

Untracked inventory - Simply record the items you buy and sell to speed up data entry when you enter invoices, bills and other transactions. Xero won't keep a record of the quantity and value of items on hand.

Tracked inventory - Mark your items as tracked inventory items. Xero will then record the quantity and value of items on hand.

Is tracked inventory suitable for your organisation?

Xero's tracked inventory is suitable for your organisation if you:

- Have fewer than 4000 inventory items you want to track.
- Can use the average cost inventory accounting method.
- Want to enter your inventory purchases and sales as you make them.

When would you use untracked items?

Use untracked items when you don't need Xero to manage and account for inventory. For example, your organisation might:

- Only provide services
- Buy inventory items only when your customers order them.

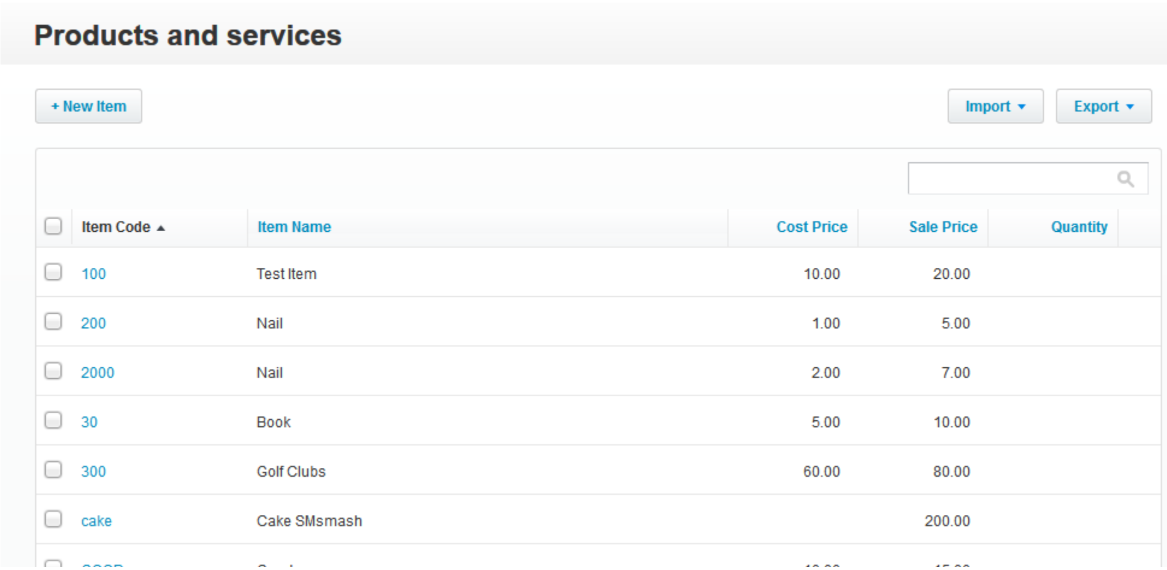
Inventory

For some organisations, an app inventory solution is more suitable. You might consider using an app if your organisation:

- Has more than 4000 inventory items you want to track.
- Wants to use periodic inventory. That is, you only update your inventory at month end or year end, using inventory adjustments to update your inventory records.
- Manufactures goods for sale.
- Operates with negative inventory, that is, you sell goods before you've purchased them.
- Requires purchase order receipting.

Access inventory from the Business tab > Products & Services

Here, you can add new items manually, or import your items from a spreadsheet.



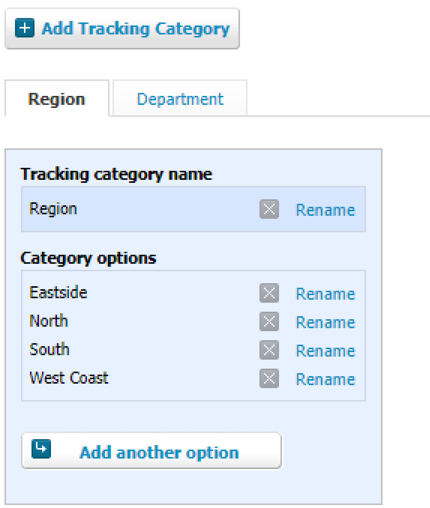
Your Notes

Tracking

Set up tracking categories to monitor different areas of your business

Set up tracking categories to see how different areas of your business are performing (such as departments, cost centres, or locations). This way, your reports help you make proactive business decisions.

- Xero uses tracking categories and options instead of department codes or cost centres. This keeps your chart of accounts manageable.
- You can have two active tracking categories
- You can have up to 100 tracking options for each tracking category
- A tracking category needs at least one tracking option to assign tracking to a transaction



To set up tracking; Settings > Advanced Settings (select bottom link) > Tracking Categories>

When coding each transaction, you will need to select which tracking category to apply.

When you create budgets or run reports in Xero, you will have the option to filter by tracking category .

Your Notes

Xero Mobile Device App

Your Notes

The Xero Mobile App has been developed for iOS (Apple) and Android devices which have different capabilities. You can download these from iTunes or Playstore for the applicable device. (Current Apps: **1. Xero Accounting Software**, 2. Xero Expenses , 3. Xero Projects & 4. Xero Me)

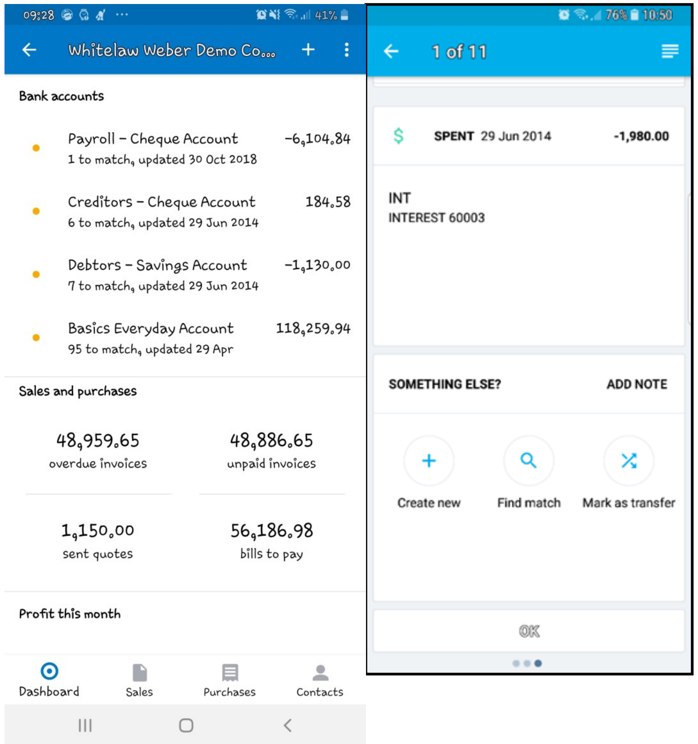
To reconcile transactions

1. On the Dashboard, tap on a bank account showing **Reconcile [number] items**.

2. Reconcile your statement line:

- Tap **OK** if the match, rule or suggestion is correct or
- Swipe left to create a transaction, find a matching item, or mark the transaction as a transfer between accounts. You may need to swipe left to make a match manually.

Tap Details to view the statement line or tap View all to check the whole statement.



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Xero Mobile Device App

Your Notes

Turn on notifications

After your last transaction has been matched, tap Tell me about new transactions.

If you see this pop-up message: Xero would like to send you notifications, tap OK.

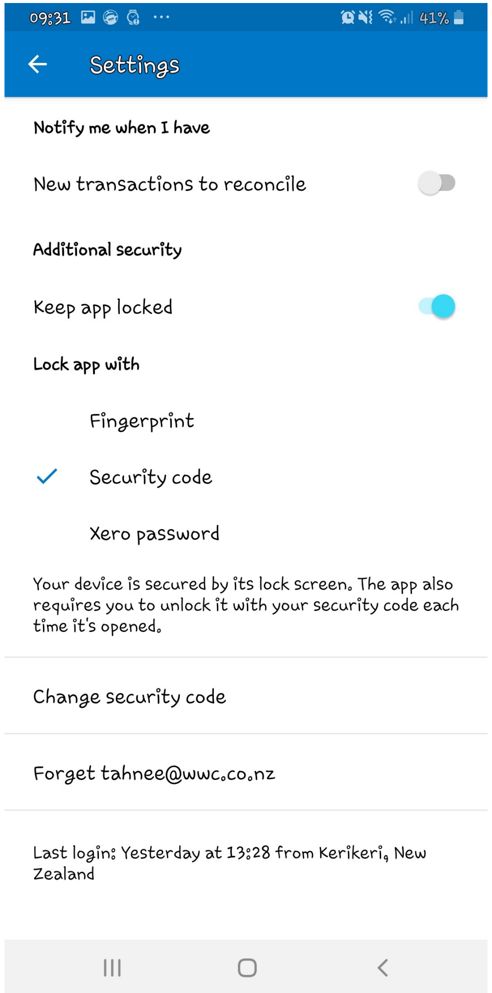
Turn on notifications

1. Log in to the app and tap on your organisation name.

2. On the Dashboard, tap the menu icon then tap **Settings**.

3. Switch on **New transactions to reconcile**.

4. If you don't want notifications for all bank accounts, switch off for select accounts.



To add a receipt

1. Either:

From the Dashboard, tap +, then tap Add Receipt.

From a contact, tap Options, tap Add New..., then tap Receipt.

2. Complete the **What was it for? Where'd you spend?** and **Spent today** fields.

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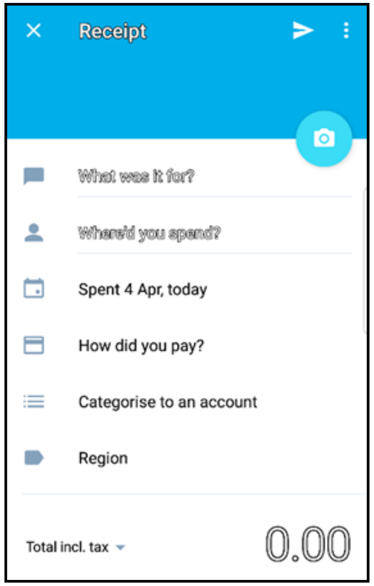
Xero Mobile Device App

4. Complete the account, tracking amount and tax rate fields.

5. Tap **Optional details** **or** if you need to assign the expense to a customer, enter multiple lines or add a reference.



6. Tap **Add files**, then select one of these options:

- **Take photo** to take a photo of your receipt.
- **Choose Photo** to add a photo that is saved on your device.
- **Choose from Xero Files** to select a file from your Xero Files Inbox.
-

7. Tap **Add** or **send** icon

Created an expense claim? Depending on your user role, you can choose to save it as a draft, submit for approval, or submit and approve.

You can only add an account code to a receipt if you've selected Show in Expense Claims in your chart of accounts.

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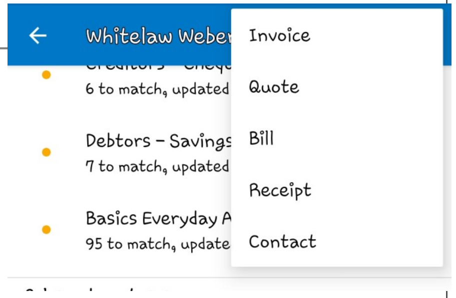

Add an invoice/Quote

1. Either;

- From the Dashboard or Sales tab, tap +, then tap Create Invoice/Quote.
- From a contact, tap Options, tap Add New…, then tap Invoice/Quote.
- From a contact, tap +, then tap **Invoice**.

2. Complete the **Who is it for?** and **Due fields**. You can also tap on the Invoice/Quote number to change it.
3. Tap **Add items & quantities**.
4. Type a description, or if you have set up inventory items, you can select an item from the list.
5. Complete the account, quantity, tax, and price fields (and tracking if you've set it up).
6. Tap **Options** or if you want to add a discount or delete an item.
7. Tap the back icon/arrow.
8. Select the tax rate. Tap **Optional details** or if you want to add a reference, branding theme or change the currency.
9. (Optional) Tap **Attach Files** to include a file with the Invoice/Quote.
10. Tap **Save** or **send** icon

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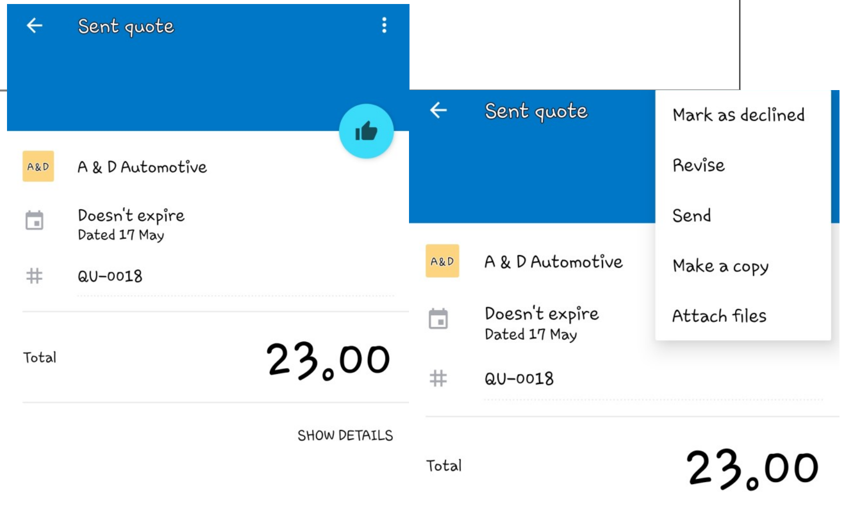

Mark a quote as accepted or declined

1. Tap **Sales**, then scroll down to quotes.

2. Tap **Sent**, then tap the quote to open it.

3. Tap **Options** iOS or tap android then tap either **Mark as Accepted** or M**ark as Declined**.

View unpaid bills in Xero

See a list of the bills you android need to pay and view the details of individual bills in Xero for Android.

1. From the Dashboard, scroll down to **Sales and purchases**.

2. Tap **[number] bills to pay**.

Tap the bill to see all the fields.

3. Edit iOS android fields and update.

4. You can now add attachments to bills within the app.

Add a file

Upload from the Dashboard

1. From the Dashboard, tap

Your Notes

Xero Mobile Device App

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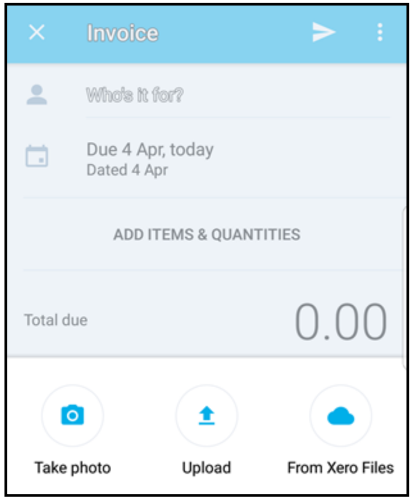
Upload from the Files Inbox

1. Tap the menu icon ••• iOS or ⋮ android on the Dashboard.
2. Tap **Files** iOS or **Files Inbox** android
3. Tap **Upload Files**... iOS or Tap + android
4. To take a new photo and upload it: tap **Take Photo**, take the photo, then tap **Use** iOS or **Save** android **photo** once you're happy with it.

5. To upload a file from your phone: tap **Choose File**, select where the file is located, tap on the file to open it, then tap **Upload**.



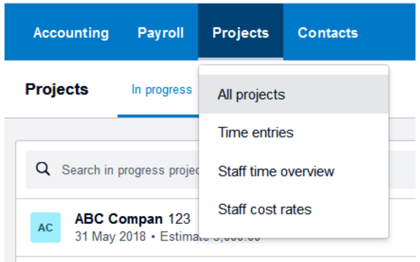
Xero Projects

Your Notes

Simple job management

Projects are great for businesses that charge for their time and only a few expenses. (i.e. simple plumbers with a few staff only, Interior Designers, Architects, Photographers)

It works off its own Xero Tab – so if you enable the Projects feature you will see it like below:



There are 3 Levels of Project User Roles;

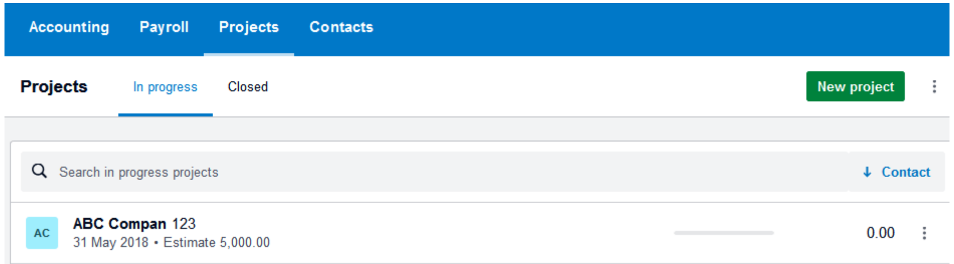
Limited— read only but their own time entries can be added and edited

Standard— run Projects but can't view or modify staff cost rates or see any cost-related information in projects reports.

Admin— for business owners and admin staff

Creating a Project

Select Projects > All Projects and add New Project

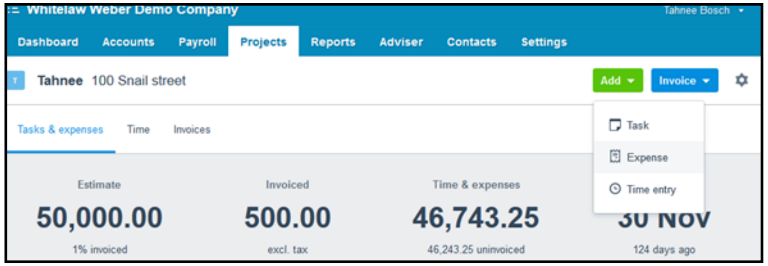


Xero Projects

Your Notes

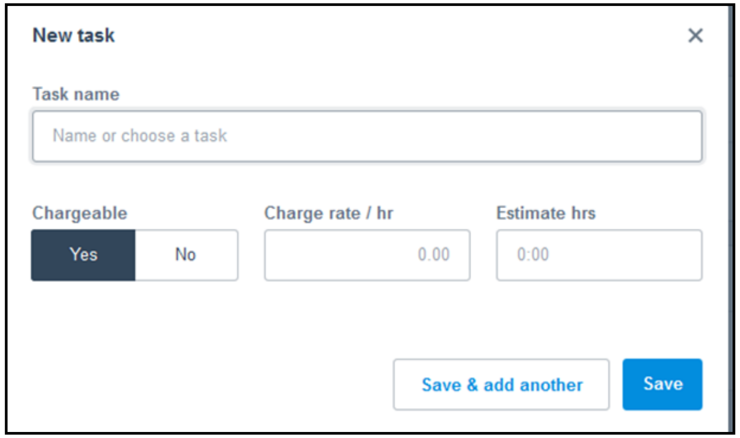
You can add the client "on the fly" by selecting the dropdown box and clicking + Add New Contact. Add new Project name, Deadline and Estimate.

Select Add drop down to choose what billing type you would like to add. (Task, Expense or Time Entry)



Task

You can give your task a name and choose whether it is chargeable or not, hourly rate and estimate hours is takes to perform this task. Charging bases to choose from: Hourly Rate, Fixed Price or variable rate.



Xero Projects

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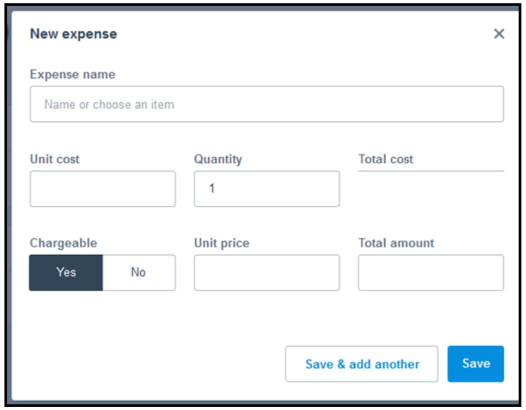
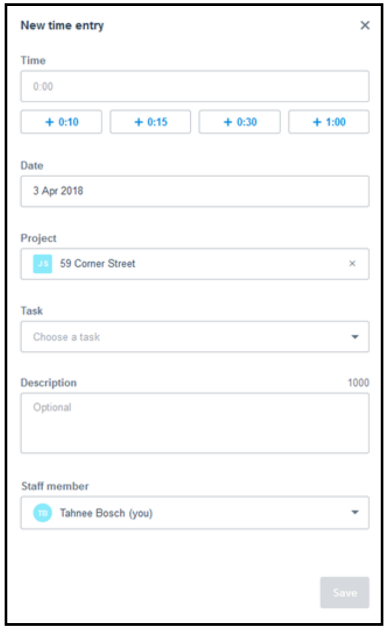


<u>Expense</u>

Expenses purchased for the job (i.e. furniture on behalf of client).



<u>Time</u>

Time you charge out to client (i.e. interior designer's/architect's time)

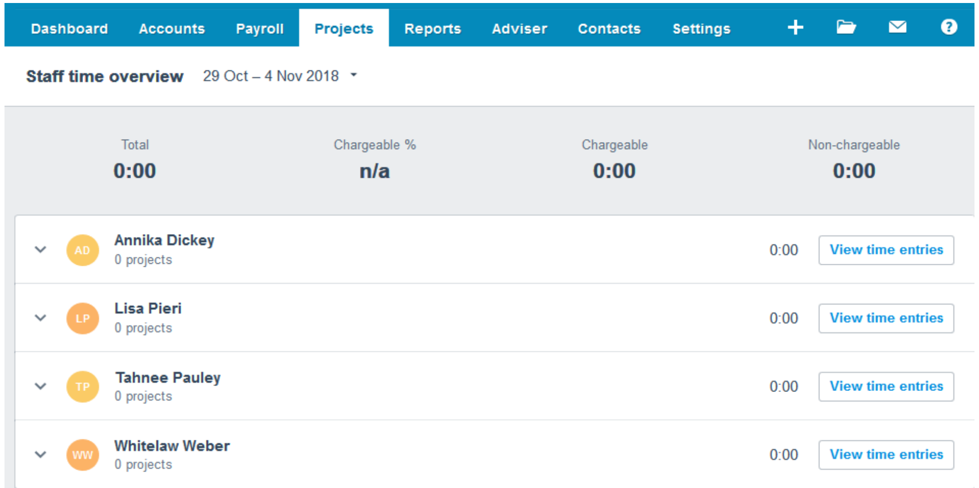
<u>You can enter time to Project using:</u>

1. "Microwave time buttons" or simply add time in by entering hours

You can link your time to a specific task, enter a description and allocate a staff member who will be performing the task.

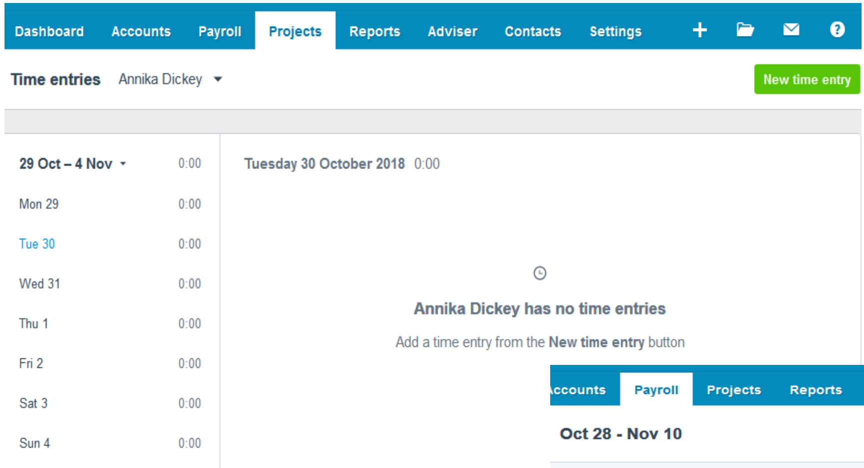
2. Enable auto time tracking by location : You'll need to give the app permission to access your location.

Xero Projects

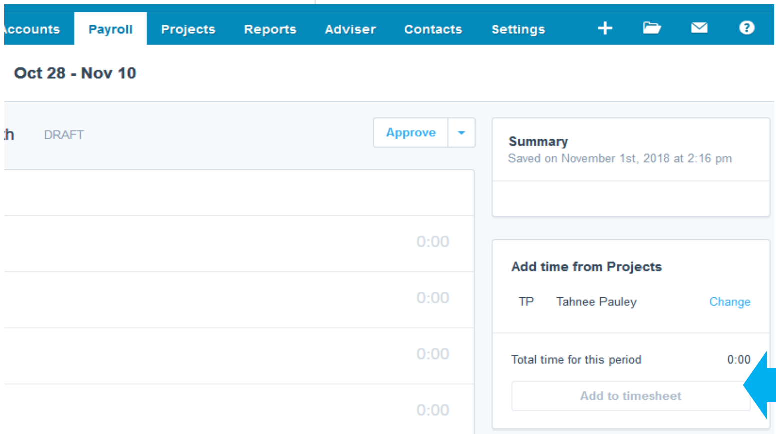


Staff Cost Rates

You can add staff at different levels at different charge out rates.



Above you can see your Staff Metrics (Chargeable vs Non-Chargeable), then you can drill in further to their timesheets:
You can sync these timesheets with Xero Payroll, by going to Xero Payroll Timesheets and add to timesheet.



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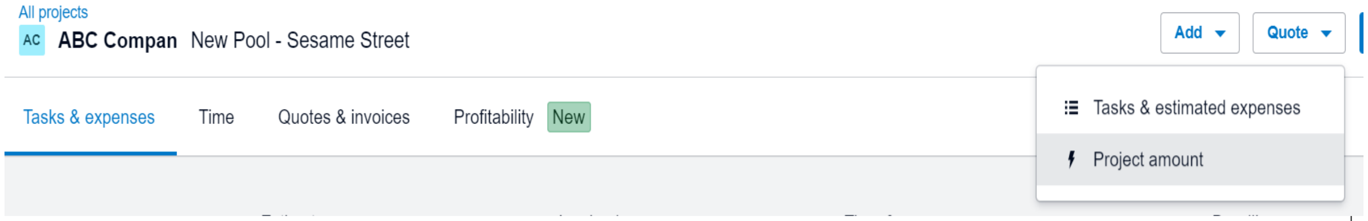
Xero Projects



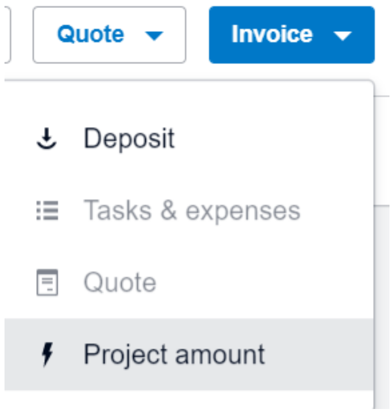
Your Notes

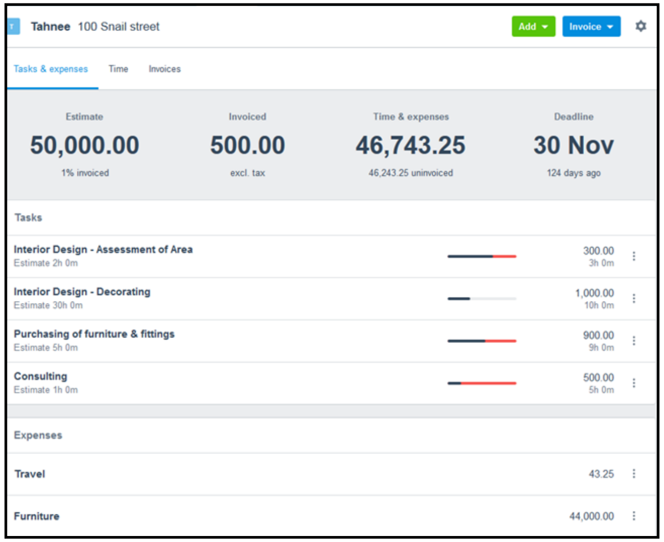
Quoting

To add a Quote to Projects you will need to select Quote and then option Quote from Tasks or Project Amount. If you are choosing tasks then you will need to add these as estimated tasks prior to quoting.

Invoicing

Invoicing can be done in 4 manners: 1. Deposit Invoice , 2. Tasks & Expenses Invoice (estimated expenses will need to be linked with actual expenses to enable Invoicing), 3. Quote, and 4.Project Amount.





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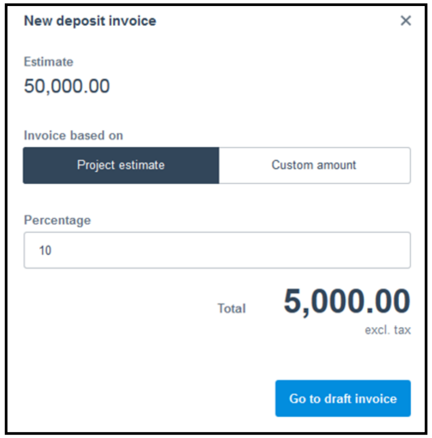
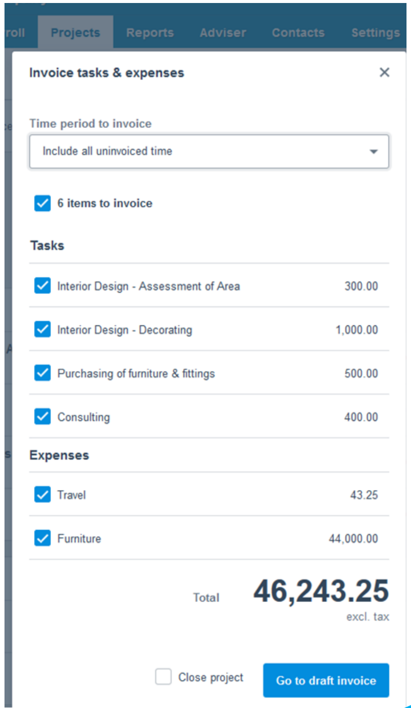
Xero Projects

Your Notes

Deposit Invoice

You can select the amount or the % by which you wish to invoice your Deposit amount.





Invoice Tasks & Expenses

Here you can select which Tasks & Expenses you wish to Invoice out. Bear in mind it will only show the ones not yet invoiced to your client to avoid re-invoicing for the same tasks or expenses.

Please note if this was the last invoice to this customer you could select the Close Project tick box, and this would move the project to the closed projects task. If this was done in error, you are able to re-open the closed project and revert to open projects.

This creates a draft invoice only – you will then have to approve and send to client once happy

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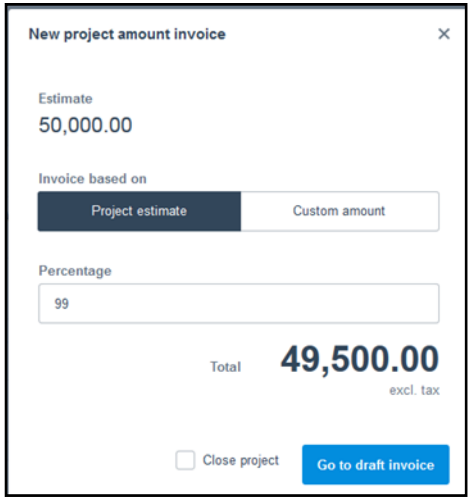
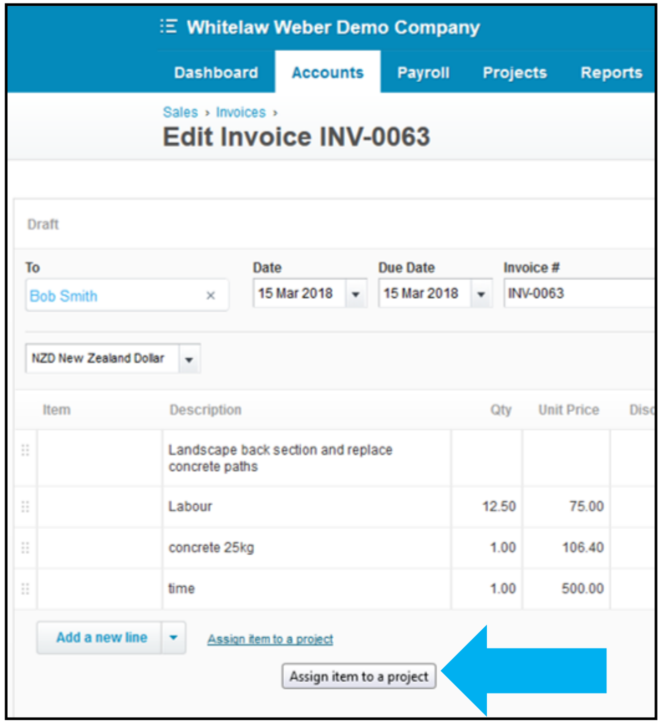
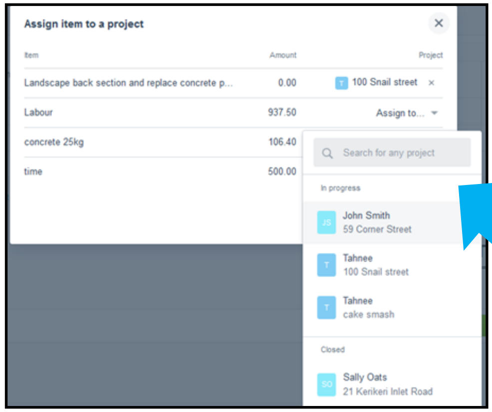
Your Notes

Project Invoicing



You can assign items to a project from within an invoice, by selecting Assign items to a project.





Expenses can also be assigned to a Project from a bill you have received (i.e. different furniture piece to different projects)

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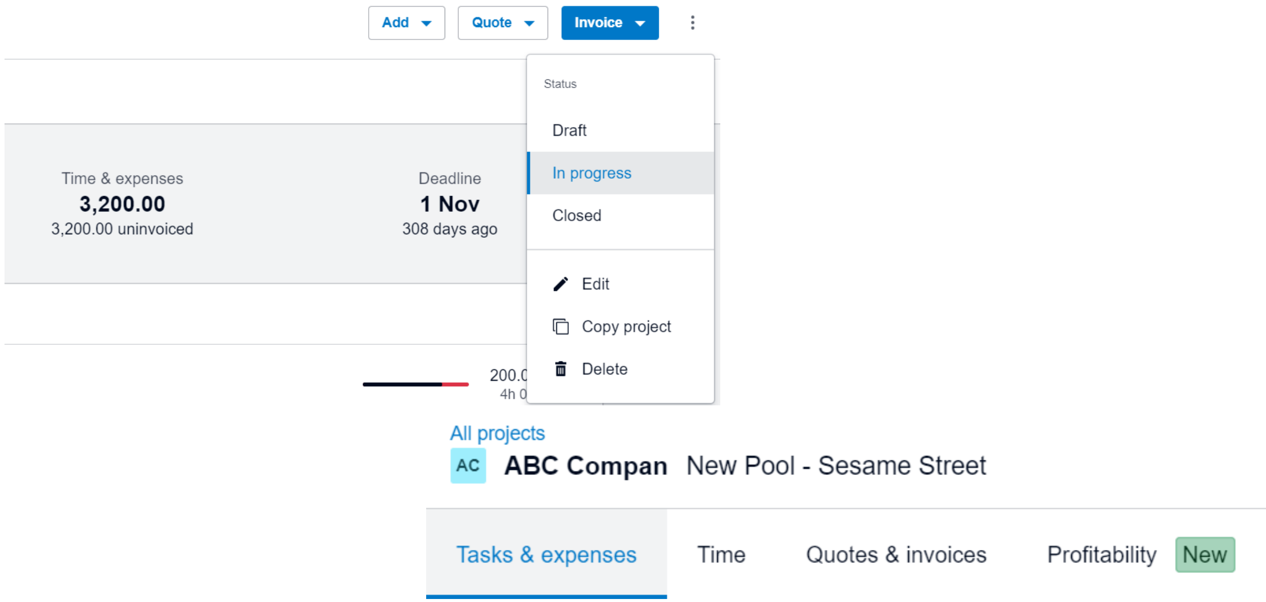
Xero Projects

Your Notes

Setup of Templates

- You can now Copy a Blank Project and use this as a Template, to save time for those recurring projects. Simple click into the job you wish to copy and on the settings cog and select copy.



Projects Reporting

Reporting can be accessed from the Accounting tab > Reports > Projects

1. Project Summary Report
2. Project Detailed Report
3. Detailed Time Report

When reporting on Projects, you can select All, in Progress or Closed Projects.

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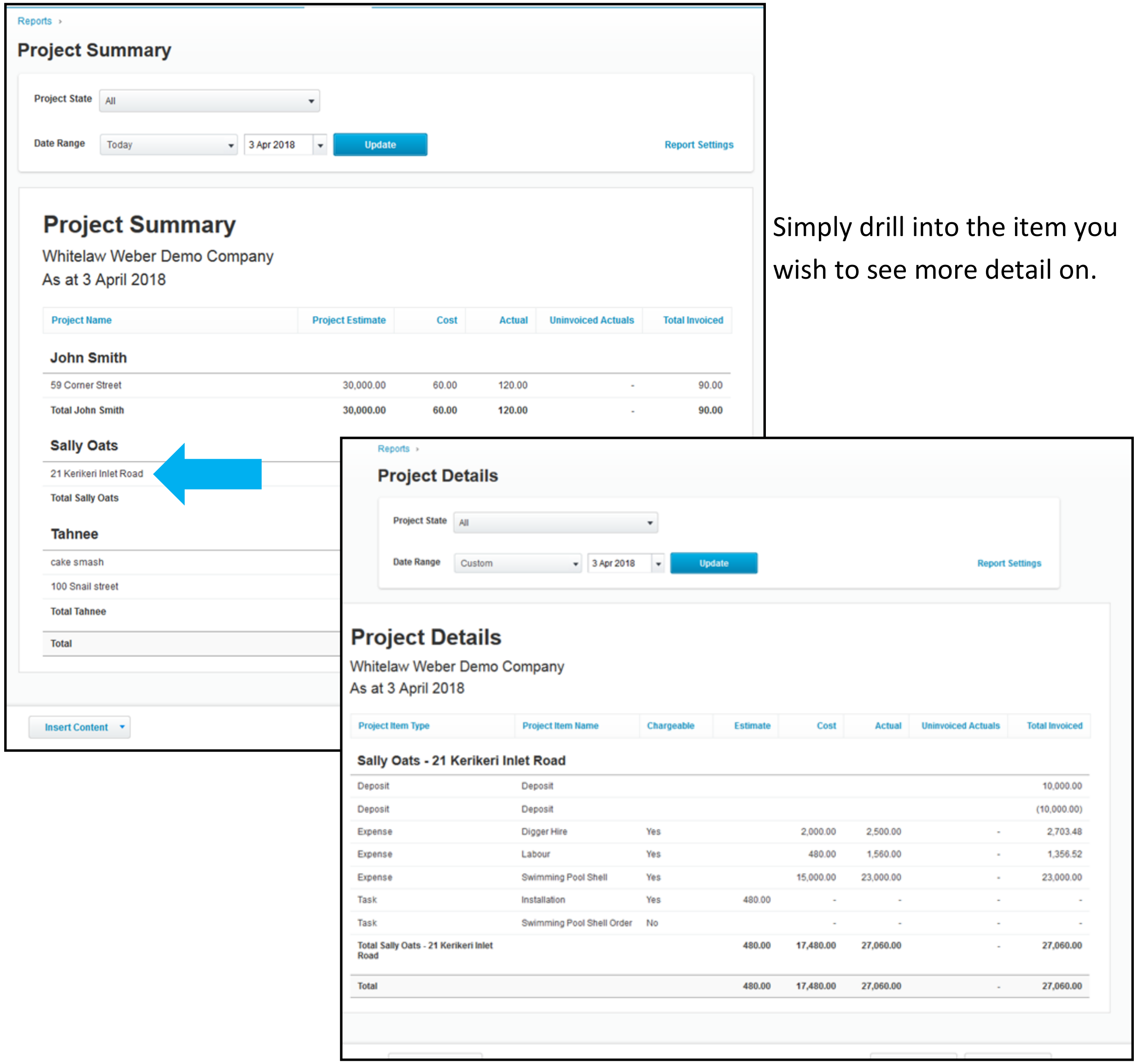
Xero Projects

Your Notes



Reports ›

Project Summary

Project State: All

Date Range: Today | 3 Apr 2018 | Update

Report Settings

Project Summary

Whitelaw Weber Demo Company

As at 3 April 2018

Project Name	Project Estimate	Cost	Actual	Uninvoiced Actuals	Total Invoiced
John Smith					
59 Corner Street	30,000.00	60.00	120.00	-	90.00
Total John Smith	**30,000.00**	**60.00**	**120.00**	-	**90.00**
Sally Oats					
21 Kerikeri Inlet Road					
Total Sally Oats					
Tahnee					
cake smash					
100 Snail street					
Total Tahnee					
Total					

Insert Content

Reports ›

Project Details

Project State: All

Date Range: Custom | 3 Apr 2018 | Update

Report Settings

Project Details

Whitelaw Weber Demo Company

As at 3 April 2018

Project Item Type	Project Item Name	Chargeable	Estimate	Cost	Actual	Uninvoiced Actuals	Total Invoiced
Sally Oats - 21 Kerikeri Inlet Road							
Deposit	Deposit						10,000.00
Deposit	Deposit						(10,000.00)
Expense	Digger Hire	Yes		2,000.00	2,500.00	-	2,703.48
Expense	Labour	Yes		480.00	1,560.00	-	1,356.52
Expense	Swimming Pool Shell	Yes		15,000.00	23,000.00	-	23,000.00
Task	Installation	Yes	480.00	-	-	-	-
Task	Swimming Pool Shell Order	No		-	-	-	-
Total Sally Oats - 21 Kerikeri Inlet Road			**480.00**	**17,480.00**	**27,060.00**	-	**27,060.00**
Total			**480.00**	**17,480.00**	**27,060.00**	-	**27,060.00**

Simply drill into the item you wish to see more detail on.

Budgets

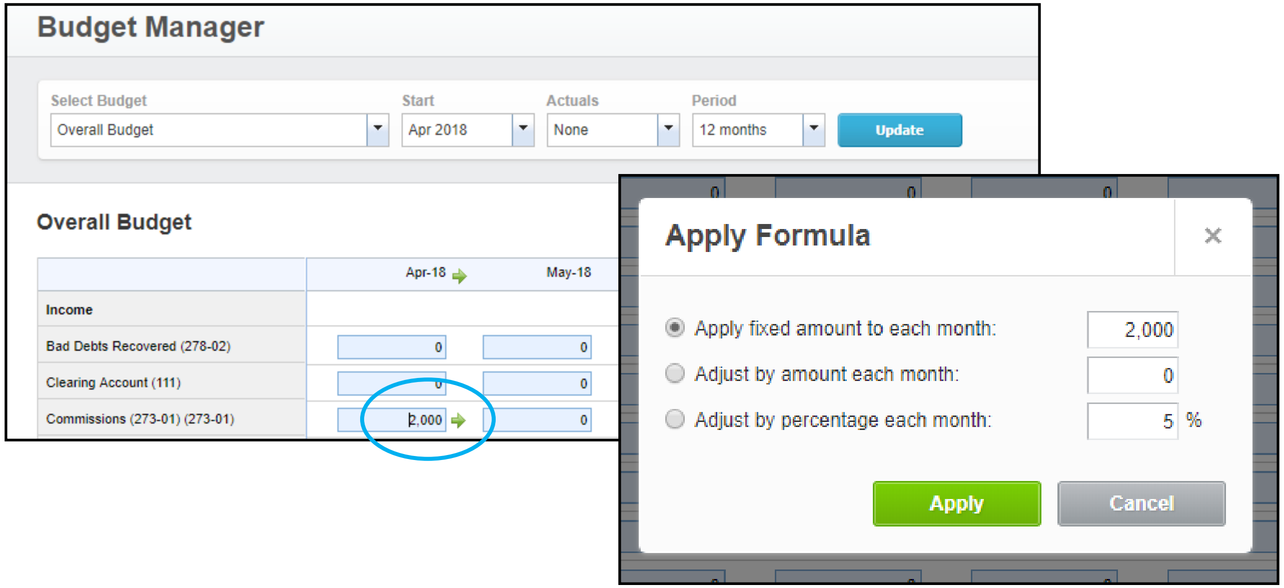
Use the Budget Manager to set up budgets in Xero. You can only have one overall budget per organisation, but you can create additional budgets. If you use tracking, you can also set up budgets for tracking categories. You'll need the Adviser or Standard user role to create a budget.

To access Budget Manager, click on Accounting from the top menu >Reports > Budget Manager

You can enter a budget by either manually entering your data into the Budget Manager worksheet, or you can import a budget in a CSV or Excel format.

Budget Manager Worksheet

You can enter your budgeted figures manually into the worksheet. Clicking on the green arrow brings up formulas for a short cut to fill out rows automatically.



Your Notes

Budgets

Your Notes

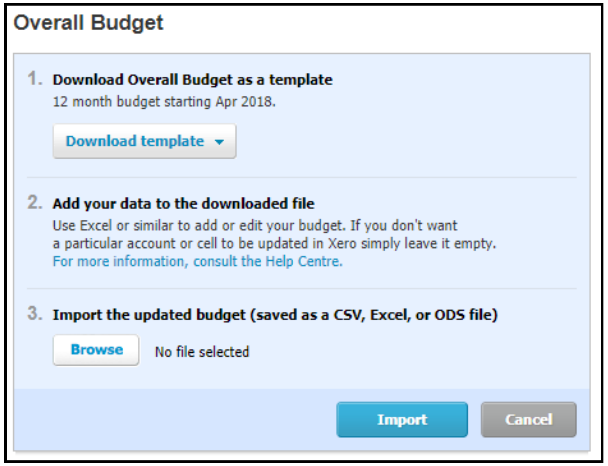
Importing a budget

Click on 

You will then be prompted to download a budget template in either CSV or Excel format. You can then enter or paste your budgeted data into this spreadsheet, and import it back into Xero from the same screen.

Be sure to 

any changes!

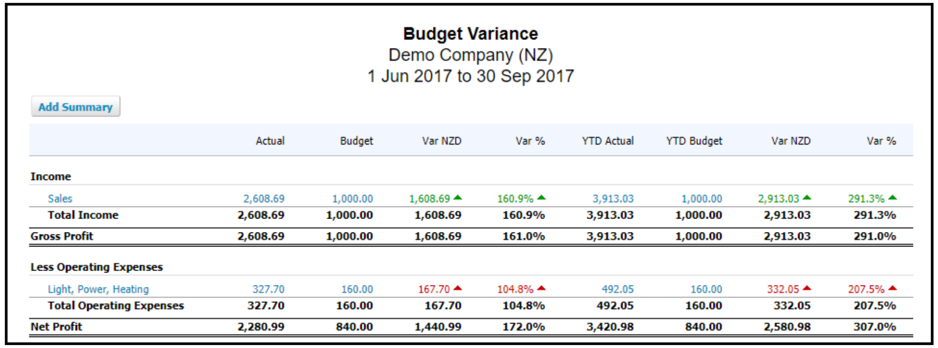


Budgets and Reporting

You can report using your budgeted data via Accounting > Reports > Financial

The **Budget Summary report** displays the budget you have prepared using Xero's Budget Manager in report format

The **Budget Variance report** shows actual figures with budgeted amounts for the current month and YTD, and the variance for each as both a value and a percentage.



Budget Variance
Demo Company (NZ)
1 Jun 2017 to 30 Sep 2017

Add Summary

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
Sales	2,608.69	1,000.00	1,608.69 ▲	160.9% ▲	3,913.03	1,000.00	2,913.03 ▲	291.3% ▲
Total Income	**2,608.69**	**1,000.00**	**1,608.69**	**160.9%**	**3,913.03**	**1,000.00**	**2,913.03**	**291.3%**
Gross Profit	**2,608.69**	**1,000.00**	**1,608.69**	**161.0%**	**3,913.03**	**1,000.00**	**2,913.03**	**291.0%**
Less Operating Expenses								
Light, Power, Heating	327.70	160.00	167.70 ▲	104.8% ▲	492.05	160.00	332.05 ▲	207.5% ▲
Total Operating Expenses	**327.70**	**160.00**	**167.70**	**104.8%**	**492.05**	**160.00**	**332.05**	**207.5%**
Net Profit	**2,280.99**	**840.00**	**1,440.99**	**172.0%**	**3,420.98**	**840.00**	**2,580.98**	**307.0%**

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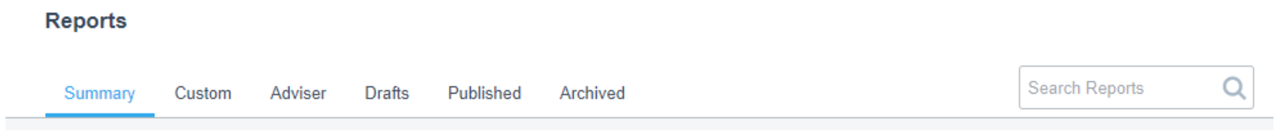
Reporting

Your Notes

Access the full range of reports from Accounting > Reports menu.



The Drafts, Published and Archived tabs hold reports created by you or someone else in your organisation. Click;

- Drafts to access reports that have been saved as draft. Draft reports are editable, and can be deleted.
- Published to view reports saved as published. Published reports are read-only. They can only be deleted by someone with the Adviser user role, but can be archived by other users.
- Archived to view published reports that have been archived. You can restore archived reports.
- Custom for reports with custom settings someone has saved for your organisation.
- Summary if you want to run a report from scratch.

Favourite Reports

You can mark a report as favourite, which will add it onto your main drop down from the Reports menu. To do this, simply click on the star next to the report

Tracking Report

From your Reports tab select New Profit & Loss Report and edit settings to set required tracking Divisions to Report by.

Reports ›

Profit and Loss

Date Range | Custom | 1 Apr 2018 | 31 Oct 2018 | Update | Report Settings

Profit and Loss

Demo Company (NZ)
For the 7 months ended 31 October 2018

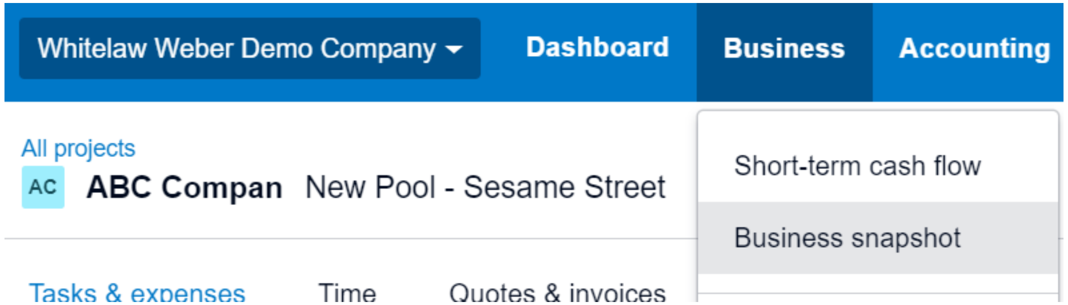
Region is North, West Coast.

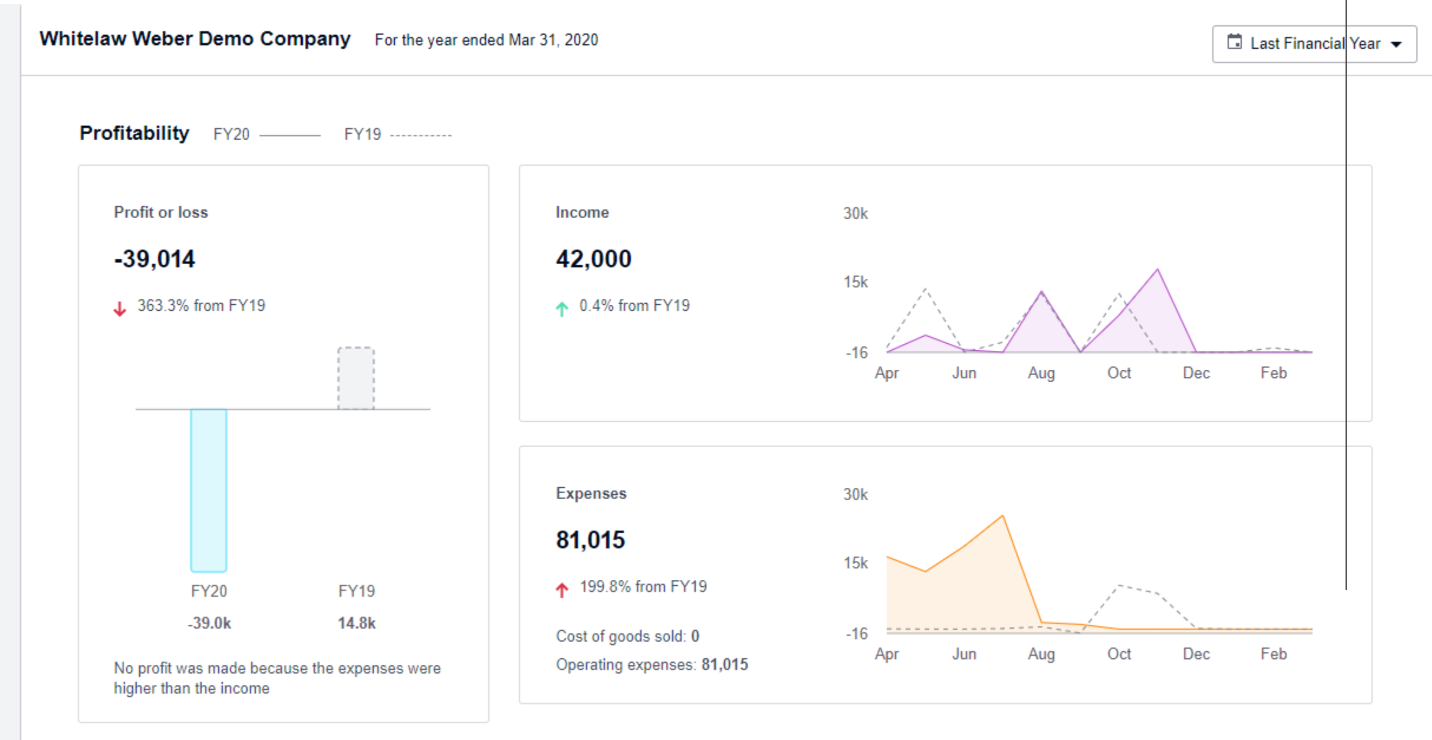
Trading Income	Apr-Oct 2018	Sep 2017-Mar 2018
Sales	16,730.41	869.57
Total Trading Income	**16,730.41**	**869.57**
Gross Profit	**16,730.41**	**869.57**
Operating Expenses		
Freight & Courier	108.72	-
Motor Vehicle Expenses	357.70	-
Total Operating Expenses	**466.42**	-
Net Profit	**16,263.99**	**869.57**

Your Notes

Business Snapshot

Now available to all business subscribers.





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Payment Services

Your Notes

Payments services connected to Xero allow your customers to pay your invoices direct online.

One in five businesses that use Xero to send invoices offer an online payment service. They get paid 30 percent faster which, in New Zealand, works out to about nine days sooner.

It generally costs you nothing to offer convenient payment services, but you do pay a fee whenever a customer uses the option.

PayPal

Current pricing for selling via PayPal is 3.4% + $0.45 NZD per payment within NZ. There is additional charges for accepting payments from overseas.

Paypal offer discounted merchant rates when you meet qualifying calendar monthly sales volume and keep your account in good standing order.

stripe

Current pricing is 2.9% + $0.30 NZD per successful card charge.

When accepting payments through Stripe, you can set up Xero to pass these fees onto your customer.

GOCARDLESS

Go Cardless offers direct debit as a payment option for single invoices, or for recurring services. Priced at 1% plus $0.40 per transaction, capped at $4. An additional fee of 0.1% applies to transaction values above $3,000.

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Efficiency Add-On's

Your Notes

ReceiptBank

•All you have to do is send the invoices to Receiptbank and it will process them directly into Xero for you, attaching the original invoice to the transaction inside Xero!

•It learns how to code your invoices based on previous coding, what it sees on the invoice or if you have set rules up for it. It can enter the details of the invoice line by line, split an invoice into different codes/categories and match to payments you have made in Xero. You can send the invoice to Receiptbank via a unique email address, a photo from your phone via the app or scan directly into it.

Hubdoc (Now available in Xero for FREE to business subscribers)

Simply take a photo of your receipt, invoice or bill with our mobile app and throw out the paper copy. Hubdoc scans, extracts and stores your documents, ready to be published.

When you sign up, Hubdoc automatically creates a personalized email address just for you. Email in your documents and the software will do the rest. If you've already scanned your receipts, statements or bills, you can upload them directly to Hubdoc, who will then extract the key data for you and creates a bill in your software system.

Efficiency Add-On’s

Your Notes

•Deputy is the ultimate workforce manager, offering you the best technology in a web based solution. Simplifying your scheduling, timesheets, tasking, and employee communication.

•Easily track employee hours & then seamlessly export to payroll. Employees can clock on/off directly from the app in their smartphone, the On-Site Kiosk, through SMS or even via their Apple Watch. With brilliant apps and one click payroll integration, Deputy can make your life easier. Let them get you back to loving your business again.

Construction Industry Add-On's

Your Notes

Construction Industry Add-On’s

Your Notes

Tradify

•A job management add-on you can book jobs & dispatch them to the team with Tradify. Stay on top of your workflow with easy job management, but kill the paper trail - all your info in one place.

•Track staff, time and materials while out and about, as well as quoting and invoicing from your device. Have real time updates between the office and the field. Push and reconcile sales invoices to your accounting system such as MYOB or Xero and sync customers, contacts and price lists.

Fergus

•From scheduling site visits through to invoicing, clearly see what needs to be done and when. Complete admin in minutes and get rid of double handling. Keep your team on the road with remote job cards, instant notifications, and real-time job information.

•Track your profit in real-time, see where you are making and losing money on each job. Back-cost before invoicing to make sure you hit your margins. Organise jobs into packages of work, see overviews and reporting separately on different stages of work.

Construction Industry Add-On's

Your Notes

Workflow Max

Ideal for:

- Creative Agencies
- Architects
- Building & Construction
- Engineers
- IT Services

Key features include:

- Quoting
- Reporting
- Invoicing
- Time Tracking
- Job Management
- Xero integration
- Mobile
- Lead Manager
- Workflow Max Premium
- Job Costing
- Purchase orders
- Document Management
- Custom fields
- Collaboration tools
- Client Management

Tourism, Hospitality & Retail Industry Add-On's

Your Notes

Tourism, Hospitality & Retail Industry Add-On's

Your Notes

Timely

•Take payment for appointments, sell products, up-sell services and rebook clients. Apply discounts, pay for multiple appointments or send the client a copy of the invoice.

•Rebooking reminders are an easy way to get your customers walking back through the doors of your business. Send customers an SMS or email to give them a nudge to book in again if they haven't got a future appointment booked. The Timely Dashboard gives you an instant overview on how your business is doing. With business or staff views, you can have your finger on the pulse at all times.

Kounta

•Commerce has moved to the cloud, and customers could be anywhere. To meet them where they're at, hospitality and retail businesses are looking to get more from their POS software.

•Kounta is more than a point of sale, it's a business operating system. Manage your inventory from the web, and save customer profiles from an app. Create loyalty, keep your accounting consistent, take orders from smartphones, streamline internal communication, and boost your revenue. Better stores need better software, and the best stores use Kounta.

Primary Industry Add-On's

Your Notes

Figured

•Figured is an online cloud-based livestock, crop and production tracking, farm budgeting and forecasting tool that allows clients to get access to better farm business information.

•Figured and Xero integrate to enable livestock transactions, income and expenses to flow between both systems in real time.

Cash Manager Focused

•Cash Manager Focused is tailored to manage farm financials from budgeting/forecasting to livestock reconciliation which shows the actual cash position at any given time. This enables the clients to see the 'big picture' and allows them to make the right call for the future of their business.

•Being cloud-based, allows you to access Cash Manager Focused from anywhere, allowing you ease of access and peace of mind.

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

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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.

"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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