Xero update

What we are covering

- Recap – what is Xero?
- Reconciling
- Find and recode
- Recording expenses paid for personally in Xero
- On charging reimbursable expenses to clients
- Inventory
- Payroll
- Other features

What is Xero?

- Online accounting system
- In the "cloud"
- No software to install or upgrade
- No need to worry about backups or disaster recovery
- Pay as you go
- There is also a Xero App for iPhone/iPad and Android

How Xero works

- Automatic daily bank feeds
- You classify bank transactions into income and expenditure categories in Xero
- You can tag and track income and expenses ("Tracking")
- GST returns and full range of accounting reports
- Many add-ons (e.g. Sharesight)

Reconciling - matching

- The four matching rules
- Multiple payments and partial payments
- Minor adjustments
- Prepayments and Overpayments
- Suspense
- www.dowsemurray.co.nz/faq

Reconciling – doing it faster

- Bank rules
- Drawings
- Entertainment
- Calculator
- Cash coding

Fixing mistakes

- Edit transaction
- Remove and redo transaction
- Edit invoice (you may need to remove the payment first)

Find and recode

- Advisor/Find and Recode
- You can change Contact, Account, GST, and tracking
- Recodes any transaction including expense claims
- You can't change date or transaction total amount
- Use when you have multiple transactions to change or you need to change an expense claim

Expenses paid for personally

- Transfer $ and reconcile
- AP invoice (bill) paid from Funds Introduced
- Emailing receipts into Xero
- Expense claims and Xero App
- http://www.dowsemurray.co.nz/blog/2015/07/a-really-easy-way-to-record-and-claim-expenses-in-xero/

Reimbursable expenses

- Simple and effective
- You need a version of Xero with invoicing to use this
- When you purchase something you have the option to say it is a billable expense and assign the expense to an existing contact
- You can do this in a bill or in the add details screen when reconciling a payment
- When you generate a sales invoice for that contact you will be prompted if there are any billable expenses outstanding

Inventory

- Pick lists
- Tracked items (not to be confused with tracking)
- Simple to use with basic inventory functionality
- Consider using an add-on Inventory (e.g. Unleashed, Tradegecko) if:
  - You need to record stock locations
  - You have multiple warehouses
  - You assemble and sell manufactured goods

Payroll

- Payroll is complicated - a good payroll system will save you a lot of time
- Manual DIY
- Assisted DIY (e.g Xero, Flexitime)
- Automated (Smartpayroll, iPayroll, Thankyou Payroll)
- http://www.dowsemurray.co.nz/blog/2015/07/what-is-the-best-payroll-system-for-small-businesses/

Other stuff

- Tracking
- Repeating invoices and placeholders
- Email templates and email reminders
- Batch payments
- Xero to Xero

Questions?