

# Xero quick guide

HOW TO guide for the basics in using xero

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*We have done hours of research looking for the best bookkeeping software to use that is easy to use, efficient and clear. From all software we tested we found that Xero is the best one and meets our requirements for a cloud based accounting software package.*

*This is why we highly recommend you use Xero to help maintain your businesses records and be compliant to new tax filing rules.*

***You also receive a 15% discount using our partner discount!***

*In conjunction with Xero we suggest using **Receipt Bank** where you will upload your purchase invoices and it will use clever technology to read the invoices, populate the relevant accounting fields and publish them to xero allowing you to easily keep electronic copies of your invoices!*

*This guide will introduce you to both these online packages.*

## Quick links for this guide:

1. [Link to Espresso Session and set up guide](#)
2. [Links for tips on using xero](#)

# Key Benefits of using to help you



**Easy** to use software to maintain bookkeeping. Ease of moving around your accounts and viewing the transactions in your business



**Real Time** information available to You and Us with easy to understand key business performance reports to help you see how your business is performing at any time.

This will allow you to keep on top of Sales, Chasing Customer Payments, making Payments to Suppliers and much more.



**Effortlessly** keep electronic copies of all invoices and attach them to related receipts and payments – helping you maintain accounting records for years.

Xero is also **MTD** compliant ready allowing you comply with the new rules to file VAT returns under MTD



**Record and capture** all of your business transactions in one place, to facilitate compliance with mandatory tax and accounting reporting obligations

## Espresso session



### 1. Quick watch – a 38mins insight into xero

Click on the link below to access the Espresso Session webinar for an introduction to xero.

[Link to Espresso Webinar](#)

*- please note bank feeds and vat returns function have been updated since this clip was produced. Please call us to talk you through these changes.*

### 2. Now that you have watched the **Espresso Webinar** — please find next a **set up guide and notes** to keep on hand whilst using xero

### 3. Set up xero in the following 3 steps and then carry on with your bookkeeping or we will be delighted to be looking after this for you and help you along the way.

*Looking after our clients bookkeeping frees up a lot of time for them to continue to grow and develop their business whilst we are busy reconciling the accounts and providing useful insights and snap shots of their business activities. Please call us to discuss.*

Click on the logo to sign into xero using your login details you set up from the invitation email we sent to you:



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Please contact us if you have any queries:

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Initial set up to do's (step 1 of 3):

## 1. Bank Feed

– set up your company bank accounts

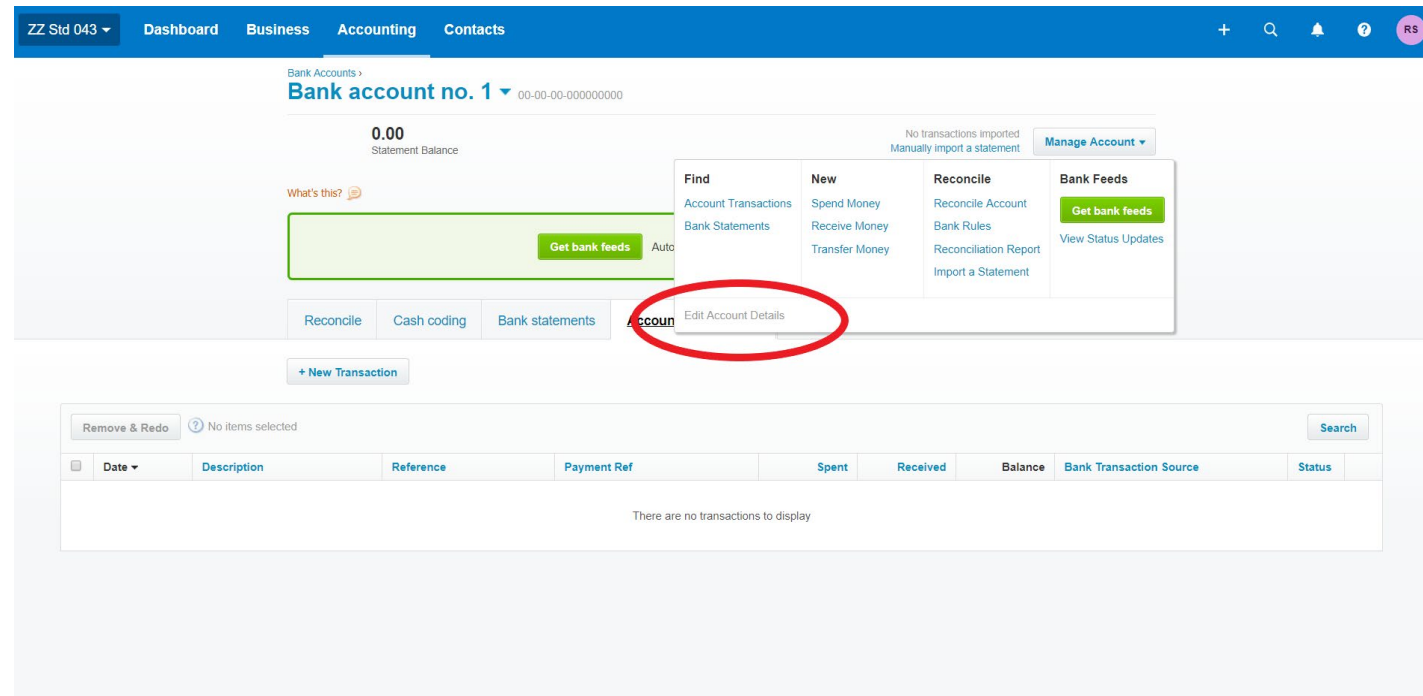
For each company bank account:

Go to Accounting > Bank Accounts

> go to “Bank account no.1” and tick the box that says “Show account on Dashboard”. Then click on the bank name

> click on the button top right “Manage Account” and click on the grey “Edit Account Details” on the bottom of the pop up and enter the details. (see below for bank feed options when choosing your “Your Bank”). We suggest setting up a Direct Feed, so that bank transactions are automatically flowing into your xero ready for reconciling in your accounts.

Xero are currently updating their process for feeds during August and September 2019.



# Initial set up to do's (step 1 of 3):

## 1. Bank Feed

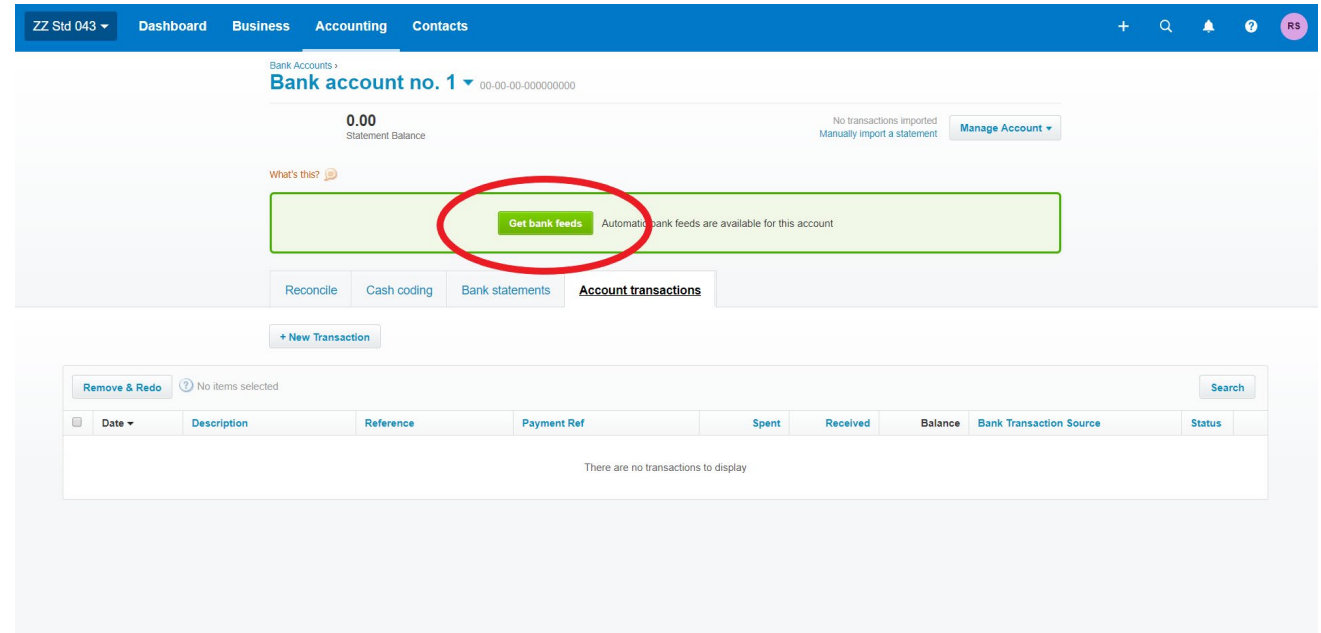
– set up your company bank accounts (continued)

> click on the green “Get bank feeds” and follow the instructions to connect to your bank (see below for options)

Bank Feeds: This function means your bank transactions are fed into xero without you having to manually type them in. Once they are in, they can be analysed into your accounts.

You can get “Direct Feed” where the bank automatically refreshes the transactions for you or normal feed where you need to manually refresh the feed on a weekly basis.

Now you are ready to receive your bank feed. Please talk to us after you have done this to check all the transactions have come through.

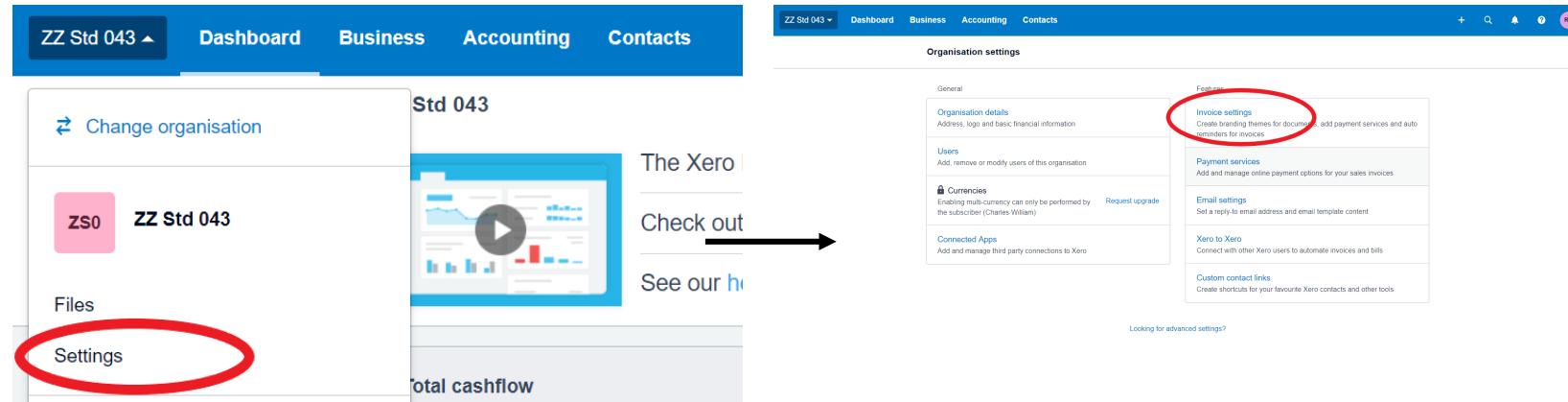


Initial set up to do's (step 2 of 3):

## 2. Sales invoice template

– set up sales invoice template to send to your clients

If you will be raising and sending sales invoices to your clients, you might like to set up a sales invoice template on xero and tailor it to your preference:

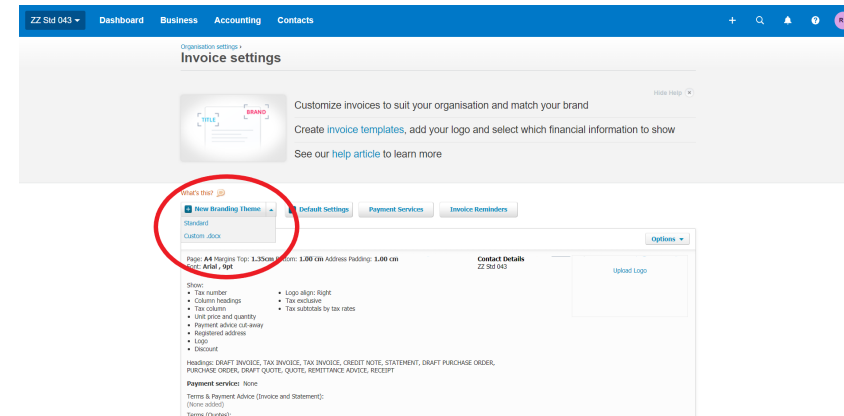


Go to your company name in the top left

> On the drop down, click on Settings

> Under Features, click on Invoice Settings

> Click on the dropdown for “New Branding Theme” and click Custom and name your new invoice



Initial set up to do's (step 2 of 3):

## 2. Sales invoice template

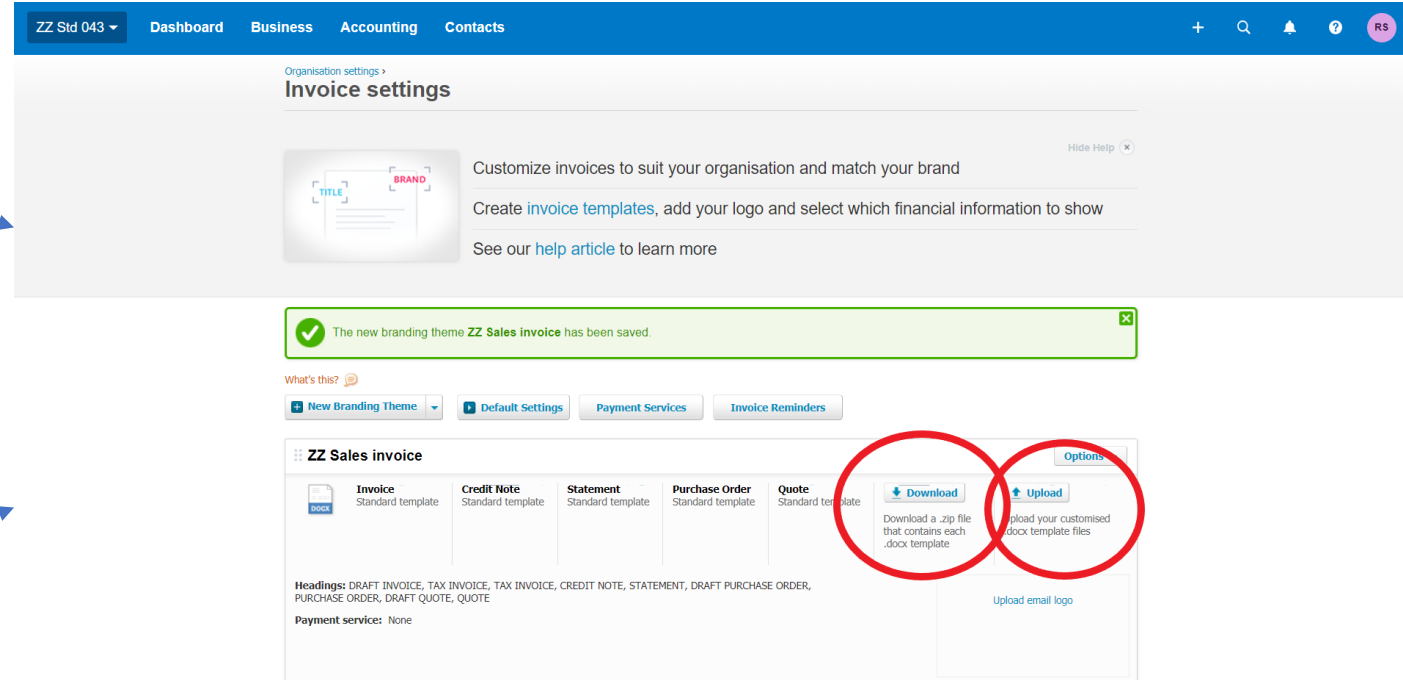
– set up sales invoice template to send to your clients (continued)

> On the box of your new invoice theme, click on “Download” to download all the templates for the different documents.

> Open the downloads and tailor the invoice for your preferences. The file named “UKInvoice” is the sales invoice template.

> Once you have updated your template, save that document and on xero click “Upload” to bring the sales invoice document you edited to the “Invoice” box.

Now you are ready to raise and send sales invoices on xero to your client using your own sales invoice template specific for your business





# Initial set up to do's (step 3 of 3):

## 3. Purchases and Expenses

### – keeping records and evidence of business expenses

We advise using a software called **Receipt Bank** where you can take a photo of your invoices and receipts directly from your mobile, scan them or even email them to your Receipt Bank account.

Alternatively you can use the free version Xero provides where you enter manually through the app or you can manually enter them in yourself.

**Receipt Bank:** If we have not already set up an account for you, please let us know and we can do this. **With our partner discount the current monthly subscription for this software is from £15+VAT.** You should then also download the mobile phone app and sign into your account.

On Receipt Bank you will upload (by photo, scan, drag and drop, email) your invoices and expense receipts into the software and it will populate the relevant fields for your accounts in xero e.g. cost, vat, supplier, invoice date, due date and it will learn the category of type of expense it is as you go along and auto populate that field too.

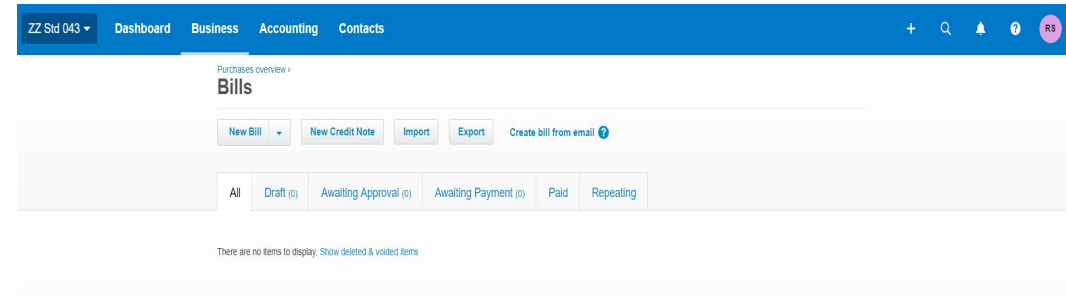
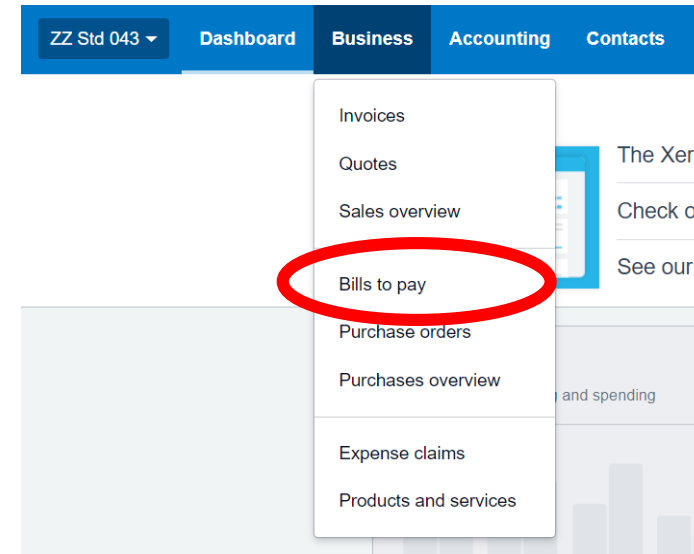
You then carefully go through the invoices on Receipt Bank and check you are happy with the analysis before publishing them to xero

These invoices will appear on xero, go to:

> Business tab

> Bills

Now you are ready to keep electronic copies of all invoices and attach them to related receipts and payments – helping you keep compliant in keeping good accounting records for at least 6-7 years





# Extra tips on key functions in xero

Click on the links (underlined below) to see further guidance and videos when you need some extra tips on xero



Bank feed and bank reconciliations

[Connect bank to xero](#)

[Bank reconciliation - notes](#)



Raising sales invoices

[Sales invoices](#)



Recording purchase bills and expenses

[Raising bills on xero](#)

[Using Receipt Bank](#)



Generate reports to see a draft overview on how your business is doing

[Reports in xero](#)



Add tracking labels to transactions to monitor activity for different Sites or different Trades for example

[Tracking in xero](#)

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Please contact us if you have any queries - [roshni@charleswilliam.com](mailto:roshni@charleswilliam.com) - 0207 387 2500