



# GST Cashbook.

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Tips and tricks to help you make the most  
of your Xero software.

**JANUARY 2021**

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# Contents.

From reconciling an account through to bank rules, we've put together this resource to make using your **Xero software a breeze.**

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# Getting started.

## Browser - Best option

The best browser option for Xero is **Google Chrome** or **Mozilla Firefox**.



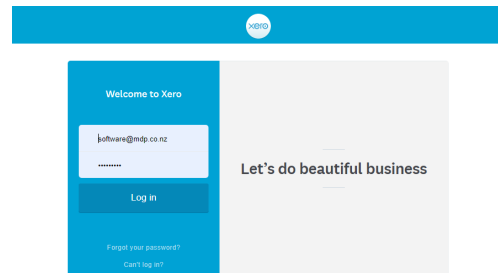
## Acceptance of Xero Invite

Check your emails for an invite sent to you for your Xero account. Click the link and accept this invite to create a password for your login. If you haven't received the email, please check your junk folder.

## Log in

Log into Xero by heading to **<https://login.xero.com>** and using the log in screen as shown. This will be the email address and password you used to sign up with.

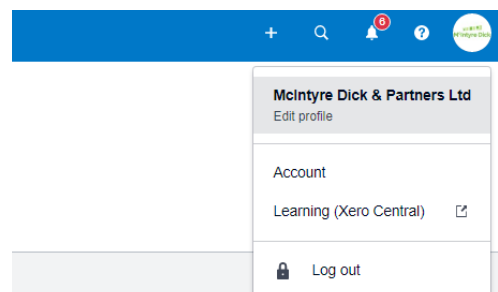
You will be required to set up a two factor authentication with your login, it is recommended you do this for added security to your Xero account.



## Log off

Log off by clicking the circle at the top right hand corner of the screen. A drop down box will appear - click 'log out'. You will need to log back in to access your organisation's Xero account.

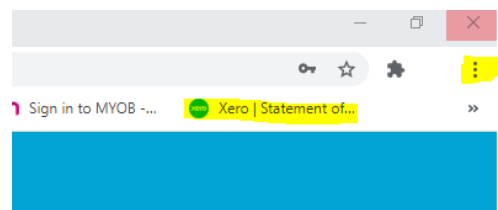
Xero will automatically lock you out and require a password to be entered if the session has been inactive for half an hour as a security feature.



## How to book mark for quick access

Click the three dots in the top right hand side of your google chrome browser. Using the drop down box, select bookmarks then bookmark this tab. This will then allow Xero to appear along the top of your google chrome browser in the bookmark bar, making access to Xero easier and faster.

You can also create a shortcut on your desktop by clicking the lock next to the website up the top of your browser then drag and drop this onto your desk top.



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## Multiple tabs in Xero

We suggest opening multiple tabs when working in your Xero, this allows you to view many pages at once rather than having to flick between.

## Refreshing Xero

When making changes in Xero, we suggest that you refresh your pages to ensure the data has been corrected. This may be helpful in regards to GST returns.

## Play store/App store

Xero has an app available to download for iPhone and Samsung.

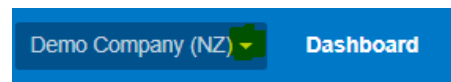
## Dashboard Tour

In your 'demo company' there is a 1 minute dashboard tour video. We recommend watching this to help familiarise yourself with the different areas.

## Changing between entities or Demo Company

In the top left hand corner use the drop down arrow to change between entities or to use the demo company.

- The demo company is a practice entity in Xero where users can use mock data. The data is automatically generated from Xero and is there to help clients practice before applying to their own company.



**If you require new codes added or have any support queries, please email [xero@mdp.co.nz](mailto:xero@mdp.co.nz) to get in contact with our business support team who will be able to help you.**

# Reconciling an account transaction - Two options.

Once bank feeds are connected into Xero, your transactions from the registered account will automatically come into Xero the next day to be reconciled.

## Option 1: Cash Coding

This view looks more like a bank statement

- Enter a brief details of the transaction in the 'Description' column
- Enter account code in 'Account column' (GST rate will automatically be entered) as per prior notes.
- Click 'save & reconcile all' when you are finished or to save what you have done so far

<b>ASB</b>	<b>18,214.67</b> Statement Balance	<b>11,659.57</b> Balance in Xero	<a href="#">Different balances?</a>
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What's this?

Reconcile (28)

**Cash coding**

Bank statements

Account transactions

Reconcile (28) <b>Cash coding</b> Bank statements Account transactions									
Uncheck all Discard changes Apply rule Shortcut keys Show lines with suggested matches Displaying 24 Show more									
<input type="checkbox"/>	Date	Payee	Reference	Description	Account	Tax Rate	Region	Spent	Receiv...
<input checked="" type="checkbox"/>	17 Sep 2020	7-Eleven		Misc corner store	453 - Office Expenses	15% GST on Expenses		15.50	
<input checked="" type="checkbox"/>	23 Sep 2020	7-Eleven		Misc corner store	453 - Office Expenses	15% GST on Expenses		15.50	
<input type="checkbox"/>	20 Sep 2020	ACL Conferences		Reg 8018922				85.00	
<input type="checkbox"/>	19 Sep 2020	Central City Parking						12.00	
<input type="checkbox"/>	20 Sep 2020	Central City Parking						12.00	
<input type="checkbox"/>	21 Sep 2020	Central City Parking						12.00	

Save & Reconcile All

## How to split a transaction in cash coding

In the cash coding screen select the drop down arrow on the right hand side and select split.

This next screen allows you to split the transactions into different codes for the 1 payment. Once it all balances to

<input type="checkbox"/>	Date	Payee	Reference	Description	Account	Tax Rate	Region	Spent	Receiv...	
<input type="checkbox"/>	23 Feb 2021	SMART Agency		0195 0210				4,500.00		
<input type="checkbox"/>	23 Feb 2021	City Limousines		0017-Part						
<input type="checkbox"/>	23 Feb 2021	Jakaranda Maple Systems		DEPOSIT ADV						
<input type="checkbox"/>	24 Feb 2021	Ridgeway Banking Corporation		Fee				15.00		
<input type="checkbox"/>	24 Feb 2021	Cooper Street Bakery		Eft				15.75		
<input type="checkbox"/>	25 Feb 2021	7-Eleven		Misc corner store	453 - Office Expenses	15% GST on Expenses		15.50		

Create bank rule  
Split  
Delete

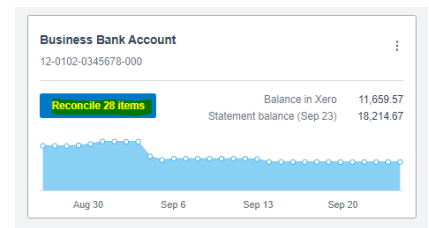
the total, click save.

## Tip for faster cash coding

- Sort by column headings and bulk code e.g. click on 'Payee' so suppliers/customers are together or deposits/withdraws, tick first transaction & hold 'Shift' key down and tick the last transaction for that Payee (will be highlighted green) and enter description & account code for the first line and then tab and it will populate all the other fields. Then click 'reconcile' to save.

## Option 2: Reconcile using the dashboard

There are two columns – Spent & Received.  
Showing money that has either come out or in.



Spent	Received
<div>Options ▾</div> <div>14 Sep 2020 Truxton Property Management Rent More details</div>	1,181.25
<div>Options ▾</div> <div>14 Sep 2020 Ridgeway University INV-0035 More details</div>	6,187.50

OK

Match Create Transfer Discuss Find & Match

Who Name of the contact... What Choose the account... ▾

Why Enter a description...

Region Tax Rate

Expenses

- 300 - Purchases
- 310 - Cost of Goods Sold
- 400 - Advertising
- 404 - Bank Fees
- 408 - Cleaning
- 412 - Consulting & Accounting
- 416 - Depreciation
- 420 - Entertainment
- 424 - Entertainment - Non deductible

Match Create Transfer

12 Sep 2020  
Ridgeway University  
Ref: INV-0035

**Bank Info** - What appears on your bank statement

**Coding info** - How you code it

Once the 'Who' and 'What' fields are filled in then you click 'OK'

- The 'who' is the supplier/customer e.g. Truxton Property Management
- The 'what' is the chart of account code e.g. 414 – Rent
- The 'why' is a brief description e.g. Rent of 123 River street

The tax rate will be determined by the code and can be changed where required.

Review your bank statement lines...

Spent	Received
<div>Options ▾</div> <div>22 Feb 2021 Ridgeway University INV-0035 More details</div>	6,187.50
<div>Options ▾</div> <div>22 Feb 2021 Truxton Property Management Rent</div>	1,181.25

OK

...then match with your transactions in xero

Match Create Transfer Discuss Find & Match

Who Name of the contact... What Choose the account... ▾

Why Enter a description...

Region Tax Rate

15% GST on Expenses

15% GST on Income

GST on Imports

No GST

22 Feb 2021  
Payment: Truxton Pr

1.25

To split the transaction into multiple codes, click add details and split out the transaction as required. You can also add in attachments using this screen by clicking the folded paper icon on the right hand side. Make sure the total balances to the transaction and click save.

Options ▾

24 Feb 2021

Cooper Street Bakery

ER

More details

15.75

Match

Discuss

Who | Name of the contact...

What | Choose the account...

Why | Enter a description...

Region | Tax Rate | Add details

1. Find & select matching transactions - 0 transactions selected

2. View your selected transactions. Add new transactions, as needed. ?

Spent as | Direct Payment ▾

To | Cooper Street Bakery

Date | 24 Feb 2021 ▾

Reference |

NZD New Zealand Dollar

Amounts are Tax Inclusive ▾

Item	Description	Qty	Unit Price	Account	Tax Rate	Region	Amount NZD
...	savories for workers	1.00	12.00	420 - Entertainment	15% GST on Exp...		12.00
...	coffee	1.00	3.75	680 - Owner A Drawings	No GST		3.75
...							
...							
...							
...							
Subtotal							15.75
Includes GST 15.00%							1.57
TOTAL							15.75

Add a new line

Assign expenses to a customer

Save Transaction

Cancel

It will all turn green as shown below, then click reconcile to complete coding.

Options ▾

24 Feb 2021

Cooper Street Bakery

ER

More details

15.75

Match

Discuss

24 Feb 2021

Cooper Street Bakery

15.75

1. Find & select matching transactions ?

☐ Show Received Items
 ☒ Show NZD items only

Search by name or reference

Search by amount

Go

Clear search

Date	Name	Reference	Spent	Received
24 Feb 2021	Cooper Street Bakery		15.75 NZD	

2. View your selected transactions. Add new transactions, as needed.

New Transaction ▾

24 Feb 2021	Cooper Street Bakery		15.75 NZD	
-------------	----------------------	--	-----------	--

3. The sum of your selected transactions must match the money spent. Make adjustments, as needed.

Subtotal

15.75 NZD

Adjustments ▾

Must match: Money Spent

15.75 NZD

15.75 NZD

Reconcile

Cancel

7

# Account transfers.

When there are multiple bank accounts or store accounts loaded into Xero you need to use the transfer option between the two rather than coding to suspense as you currently do. Accounts may include Farmlands, RD1, loan accounts, savings accounts, credit card etc.

**Step 1:** Select the correct account in which the transfer was made to using the transfer tab on the right-hand side.

Options ▾

24 Mar 2021 ANZ Credit Card [REDACTED] Interbank Debit More details	1,288.25	OK
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Match Create **Transfer** Discuss Find & Match

Select a bank account

☐ Business Tax

☒ Credit Card

Reference  
[REDACTED]

**Step 2:** When the bank transfer is correct and 'matches off' with the other account, it will turn green and you can click 'ok' as shown below.

Options ▾

24 Mar 2021 DIRECT CREDIT PAYMENT - THAN... [REDACTED] More details		1,288.25	OK
--	--	----------	----

Match **Create** Transfer Discuss Find & Match

24 Mar 2021  
Bank Transfer from Business Account.  
Ref: [REDACTED]

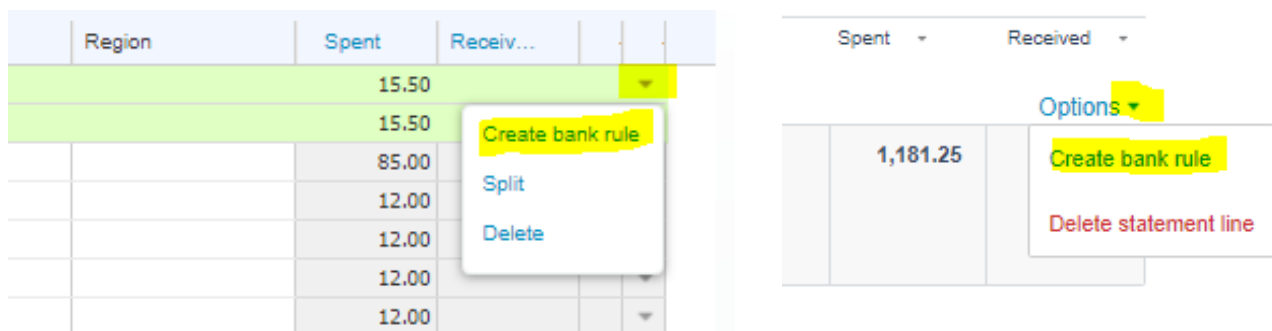
1,288.25



# Bank rules.

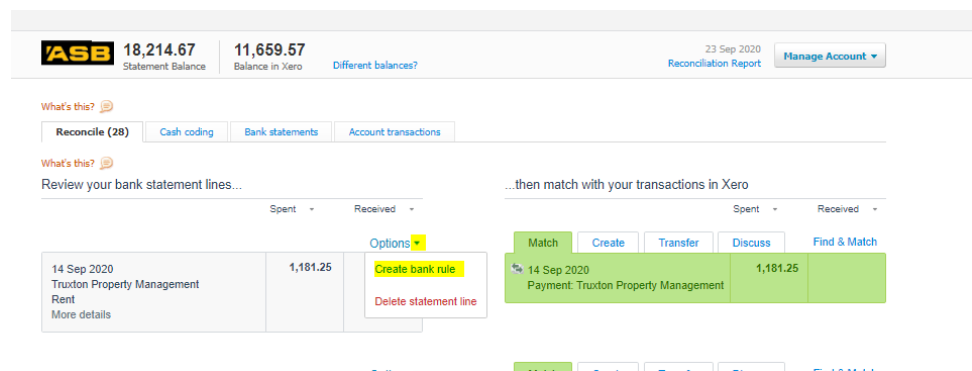
Having bank rules makes reconciling the account transactions easier and faster. Bank rules are used for regular transactions e.g. Xero fees, electricity, accounting etc.

You are able to create 'Bank Rules' in either the Reconcile or Cash Coding view. This will automatically code the transaction depending on what rules you have set.

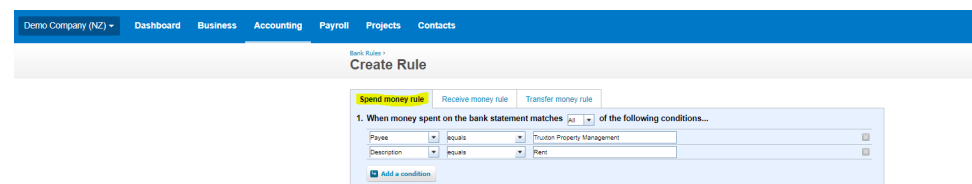


**Reconcile screen creating bank rules** - Click on 'create rule' above the transaction.

1. Select what part of the bank statement you would like it to recognise. To make the bank rule more effective, we suggest changing the 'equals' to 'contains' rent. It will pick up any transactions containing the word 'rent' e.g. rent 415 or 145 broadwood rent.



2. Setting the Contact allows to you add the bank rule to a current contact or create a whole new one by entering it in.



4. Add in a description to state what the transaction is for e.g. electricity, accounting fees and then set the account code correctly and double checking the tax rate is correct.

6. You are able to run this rule on one bank account or you can select from the drop down box to apply it to all accounts loaded in Xero.

7. Giving this rule a title allows you to know specifically what the bank rule is for and is easily recognisable incase you need to edit it at a later date.

Bank Rules > **Create Rule**

**Spend money rule** | Receive money rule | Transfer money rule

1. When money spent on the bank statement matches **All** of the following conditions...

Payee **Truxton Property Management**  
 Description **Rent**  
 Add a condition

2. Set the contact...  
 The contact will be **an existing or new contact** **Truxton Property Management**

3. Automatically allocate fixed value line items...  
 No fixed value line items  
 Add a new line

4. With the remainder, allocate items in the following ratios...

Description	Account	Tax Rate	Region	Percent...
Rent	449 - Motor Vehicle Expenses	15% GST on Expenses		100.00%
	453 - Office Expenses			
	461 - Printing & Stationery			
	469 - Rent			
	473 - Repairs and Maintenance			
	477 - Salaries			
	478 - KiwiSaver Employer Contributions			
	485 - Subscriptions			
	489 - Telephone & Internet			
	493 - Travel - National			
	494 - Travel - International			
	499 - Realised Currency Gains			
	505 - Income Tax Expense			
	Assets			
	611 - Less Provision for Doubtful			
	<b>TOTAL</b>			<b>100.00%</b>

Add a new line

5. Set the reference...  
 The reference will be set **by me during bank rec**

6. Target a bank account...  
 Run this rule on **Business Bank Account**

7. Give the rule a title...  
**Truxton Property Management**

**Save** **Cancel**

Once you have entered in multiple rules, jump into the cash coding screen and click the green 'save & reconcile all' at the bottom. This will remove all the transactions that have bank rules applied to them leaving the ones you need to code manually.

If you wish to find all current bank rules, click into the bank account, manage account and select bank rules.

Bank Accounts > **Business Bank Account** 12-0102-0345678-000

**ASB** **8,417.92** **(3,080.03)**  
 Statement Balance Balance in Xero Different balances?

3 Mar 2021 **Manage Account**  
 Reconciliation Report

What's this?

**Reconcile (26)** **Cash coding** **Bank statements** **Account tra**

**+ New Transaction**

Find	New	Reconcile
Account Transactions	Spend Money	Reconcile Account
Bank Statements	Receive Money	<b>Bank Rules</b>
	Transfer Money	Reconciliation Report
		Import a Statement

Here it will list under the 3 headings (spend, receive & transfer) all the bank rules you have created. You are able to edit, delete and add bank rules in here by clicking the name (e.g. 7-Eleven) which will take you into an edit rule screen as shown above.

**Spend Money Rules (1)** **Receive Money Rules (0)** **Transfer Rules (0)**

# Editing transactions that have been reconciled.

If you have coded a transaction incorrectly, then in the bank account you are reconciling, you can edit transactions by going into 'Account transactions' and clicking on the one you want to edit.

- o You can also use the magnifying glass up the top right hand corner of the screen to search your whole Xero for the transaction amount.

The screenshot shows the Xero 'Business Bank Account' page for ASB. The 'Account Transactions' tab is selected. The page displays a table of transactions with columns: Date, Description, Reference, Payment Ref, Spent, Received, Balance, Bank Transaction Source, and Status. The transactions listed are:

Date	Description	Reference	Payment Ref	Spent	Received	Balance	Bank Transaction Source	Status
30 Sep 2020	Payment Gateway Motors	449	Ref 02761	411.35		11,248.22		Unreconciled
22 Sep 2020	Wilson Periodicals	Sub 098801			35.00	11,659.57		Unreconciled
20 Sep 2020	Wilson Periodicals	Sub 098801		49.90		11,624.57		Unreconciled

Then on the right hand side Options button go to 'edit transaction' or 'remove & redo' which will send it back to the reconcile screen.

The screenshot shows the 'Unreconciled' transaction details page for a transaction from Wilson Periodicals on 22 Sep 2020. The 'Options' menu is open, showing the following options: Send Receipt, View Receipt (PDF), Mark as Reconciled, Edit Transaction (highlighted), Remove & Redo, and Copy. The transaction details table is as follows:


Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Reg
	Long-term subscriber discount - refund on sub	1.00	30.43	Subscriptions	15% GST on Expenses	

The summary at the bottom shows:

Subtotal	30.43
Total GST 15%	4.57
<b>TOTAL</b>	<b>35.00</b>

# Remove & redo.

To 'remove & redo' multiple transactions, tick the left hand side boxes in which transactions need correcting then select 'remove & redo'. This will send all the ticked transactions back to the main reconcile screen ready to be coded again. Once in edit mode, you can change the account or GST code then save the transaction.

What's this? 

Reconcile (28)

Cash coding

Bank statements

**Account transactions**

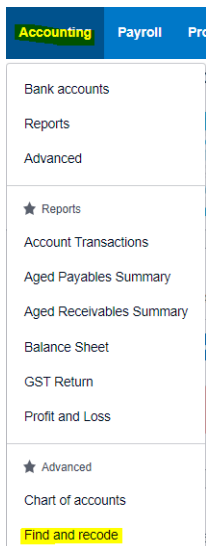
+ New Transaction

Remove & Redo

? 4 items selected

<input type="checkbox"/>	Date ▼	Description	Reference	Payment Ref
<input type="checkbox"/>	10 Mar 2021	Payment: Gateway Motors	449	Ref 02761
<input checked="" type="checkbox"/>	2 Mar 2021	Wilson Periodicals	Sub 098801	
<input checked="" type="checkbox"/>	28 Feb 2021	Wilson Periodicals	Sub 098801	

# Find & recode.

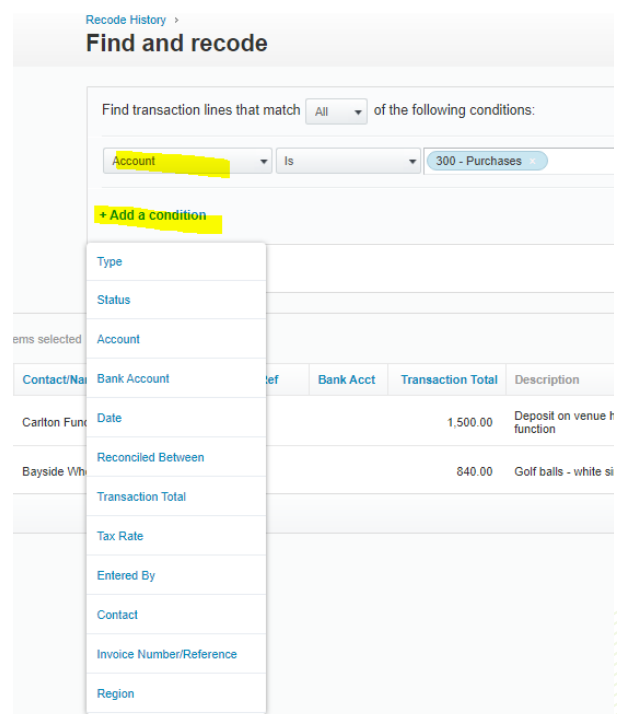


Using find and & recode is helpful for making changes to transactions that have already been coded. This may include

- Changing the GST tax rate
- Changing the account code on single/multiple transactions
- Changing the Contact name

Using this tool prevents you from having to 'remove & redo' all the transactions.

1. Search by using the tool bar to find the transaction you are looking for by adding in 'conditions' then clicking 'search' to bring up all transactions that fit.
2. Click the box on the left hand side to select the transaction(s) you wish to edit, then click recode.
3. This will bring up 'recode transactions' box where you can change the contact, account and tax rate. Select which change you would like to make then click review.
4. It will ask you to confirm your changes, select confirm. Which will bring you to recode summary of all the transactions that were affected during your recoding.



+ Add a condition

Recode

1 item selected

Select all 2 items

	Date	Contact/Narration	Inv#/Ref	Inv Ref	B
<input checked="" type="checkbox"/>	20 Jan 2021	Carlton Functions	Dep		
<input type="checkbox"/>	01 Mar 2021	Bayside Wholesale	GB1-White		

2 total items

Recode Transactions

×

Recode this 1 line item affecting 1 transaction using the selected changes...

Contact

Don't change

Account

Don't recode

Tax Rate

No GST

+ Add

Review

Cancel

Confirm Recode

×

1 line item affecting 1 transaction will be updated with these changes:

Tax Rate recoded to No GST

⚠

This recode process can take several minutes to process. During this time you will not be able to edit any of the affected transactions. This cannot be undone. Frequently recoding large batches may impact reports.

Confirm

Cancel

Recode Summary

Just now by McIntyre Dick & Partners Ltd using [this search](#)

Tax Rate was recoded to No GST

1 transaction was recoded affecting 1 line item

20 Jan 2021 - 20 Jan 2021

Date	Contact/Narration	Reference	Transaction Type	Total	Status
20 Jan 2021	Carlton Functions	Dep	Bill	1,500.00	Completed

# Contacts.

Contacts shows all Customers and Suppliers and amounts owing or paid.

After you have been coding for a while, you will create a list in your contacts tab. Contacts are created in the 'who' section when reconciling. You can also add contacts manually using the green 'add contact' button

Contacts

Hide Getting Started

See the business you've done with a customer or supplier alongside their contact details

Watch how to add a contact so their details appear on bills and invoices

Read our guides to [importing contact records](#) and [creating contact groups](#)

Import Export Send statements Add contact

All 45	Options	Edit	No items selected	Search	Sort by Name	EMAIL	YOU OWE THEM	THEY OWE YOU
Customers 14	<input type="checkbox"/>	CONTACT						
Suppliers 17	<input type="checkbox"/>	24 Locks						
Employees 0	<input type="checkbox"/>	7-Eleven						
Archived 1	<input type="checkbox"/>	ABC Furniture 800-124578					1,150.00	
Groups New	<input type="checkbox"/>	Arabica Cafe						
Training Customers 10	<input type="checkbox"/>	Bank West 02-2023456						
Smart Lists New	<input type="checkbox"/>	Basket Case Pinehaven, 02-9176665				shop@basketcase.co		914.55
Have purchased an item	<input type="checkbox"/>	Bayside Club Ridge Heights, Madeupville, 02-202455; skype: bayside577				secretarybob@bsclub.co	130.00	234.00
Outstanding > 30 days								
Overdue > 7 days								
Paid us (in the last year)								

Match Create Transfer Discuss Find & Match

Who Name of the contact... What Choose the account... ▼

Why Enter a description...

Region Tax Rate Add details

When you enter in a contact or supplier in the 'who' tab highlighted above when reconciling, this will automatically create a new contact.

When you have already entered in the customer or supplier in past transactions,

contacts will automatically drop down when you start typing. Selecting the same contact allows you to have all your transactions for that supplier or customer in one contact.

In contacts you can search for a specific supplier or customer and by clicking the edit button you can add information such as address, contact numbers, email, bank accounts etc. You are also able to add any documents but clicking the folded paper which is highlighted below. Don't forget to click 'save' once you have added in information in your contacts.

		Options ▾
23 Feb 2021 SMART Agency 0195 0210 <a href="#">More details</a>	4,500.00	

		Options ▾
23 Feb 2021 City Limousines		100.00

Match	Create	Transfer	Discuss	Find & Match
Who <b>sm</b>	What Choose the account...			
Why DIISR - Small Business Services cad@diisr.govt				<a href="#">Add details</a>
Region Hamilton Smith Ltd				
Match <b>SMART Agency</b>				<a href="#">Find &amp; Match</a>
Was + New Contact				

Contacts >  
**Bayside Club**

New ▾	Options ▾	Edit							
2 invoices awaiting payment <a href="#">View recent invoices report</a>		THEY OWE 3,434.00 ^							
<table border="1"> <thead> <tr> <th>ITEM</th> <th>NUMBER</th> <th>REFERENCE</th> <th>DATE</th> <th>ACTIVITY DATE</th> <th>EXP</th> <th>TOTAL</th> </tr> </thead> <tbody> </tbody> </table>		ITEM	NUMBER	REFERENCE	DATE	ACTIVITY DATE	EXP	TOTAL	<b>Contact Details</b> Contact Person Bob Partridge
ITEM	NUMBER	REFERENCE	DATE	ACTIVITY DATE	EXP	TOTAL			

Contacts > View Contact >

**Edit Bayside Club**

**Contact Information**

Contact Name

[Add account number](#)

Primary Person

Email

[Add another person](#)

Phone    ?

Fax

Mobile

Direct dial

Skype Name/Number  ?

Website

Postal Address

[Cancel](#)

[Save](#)



# How to attach receipts to transactions.

When you click on any transaction and the folder paper icon appears, this means you are able to attach a file to the transactions. This may be as proof of purchase or attaching receipts to transactions. We recommend you do this whenever you can, mainly for any large purchases over \$1000.00 such as repairs and maintenance or the sale/purchase of an asset.

You can also 'drag and drop' a file over the transaction screen below rather than clicking the folded paper and finding it in files. When a file is successfully attached, a number will appear as shown below.

Bank Accounts > Business Bank Account > Transaction: Spend Money Business Bank Account 12-0102-0345678-000 **ASB**

Reconciled 10 Mar 2021 [View Details](#) What's this? Options

To: **Cooper Street Bakery** Date: **24 Feb 2021** Reference: **15.75**

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Region	Amount NZD
	savories for workers	1.00	10.43	Entertainment	15% GST on Expenses		10.43
	coffee	1.00	3.75	Owner A Drawings	No GST		3.75
Subtotal							14.18
Total GST 15%							1.57
<b>TOTAL</b>							<b>15.75</b>

Reconciled 10 Mar 2021 [View Details](#) What's this? Options

To: **Cooper Street Bakery** Date: **24 Feb 2021** Reference: **15.75**

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	Region	Amount NZD
	savories for workers	1.00	10.43	Entertainment	15% GST on Expenses		10.43
	coffee	1.00	3.75	Owner A Drawings	No GST		3.75
Subtotal							14.18
Total GST 15%							1.57
<b>TOTAL</b>							<b>15.75</b>

RELATED FILES

**demo-company.docx**  
File uploaded from by McIntyre Dick & Partners Ltd

+ Add from file library... + Upload files...

## How to use file library

Using the drop down box on the left hand side click files. This area allows you to send emails to your Xero using the email address or upload them directly from your computer. You are also able to change your email address using the three dots on the right hand side.

You would use the file library to add in important documents that are relevant to purchases, large R&M receipts, asset sale or purchase agreements etc.

Also, by adding a new folder in files this would help with organisation making documents easier to find. e.g. creating a folder for each financial year.

**Demo Company (NZ)** [Dashboard](#) [Business](#)

[Change organisation](#)

**xero Demo Company (NZ)**

**Files**

[Settings](#)

Do more with Xero

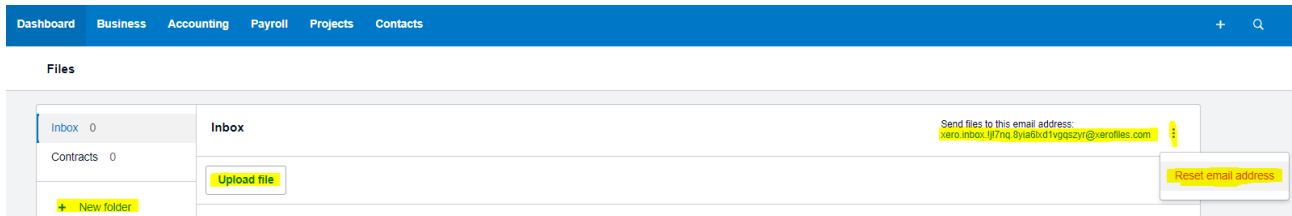
- [WorkflowMax](#)
- [Hubdoc](#)
- [App Marketplace](#)

Xero HQ

My Xero

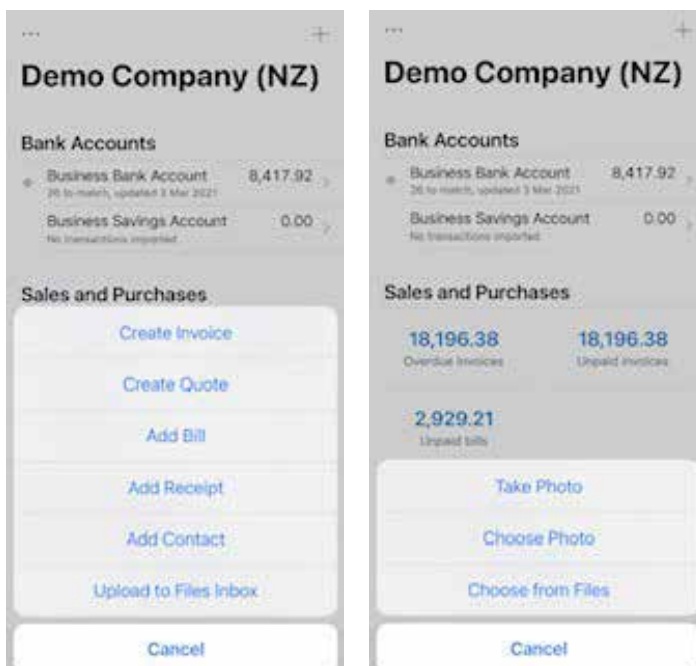
Workpapers

Practice Manager & Tax



## Xero app for adding photos to Xero file library

Xero has a free downloadable app in Google Play or App Store. From the dashboard, click the '+' (quick add button) up top right corner which will show pop up list, click 'upload files' which brings up take photo, choose photo and choose from files. This is shown in the photos below.




# Xero monthly checklist.

Ensure all items are reconciled before running monthly reports & preparing GST. GST return will have a warning if transactions aren't reconciled (as shown below). You can click on 'status' in account transactions to bring all unreconciled to the top..

	Payment Ref	Spent	Received	Balance	Bank Transaction Source	Status
	Ref 02761	411.35		14,989.47		Unreconciled
			35.00	15,400.82		Unreconciled
		49.90		15,365.82	Imported	Reconciled
		15.50		15,415.72	Imported	Reconciled
		15.00		15,431.22	Imported	Reconciled

Reports > GST Return

**GST Return**

 19 Unreconciled Statement Lines. Your accounts won't be complete. [Reconcile now](#)

GST Return

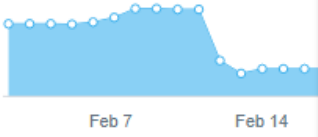
[GST Audit Report](#)

Run Bank reconciliation report for the month to check actual bank balance vs Xero bank balance. This is to ensure you won't have any missing transactions or double ups. Always run date at end of previous month or end of the GST period.

Your reconciliation report can be found in 2 places. First one is on the dash board, click the 3 vertical dots next to your bank account and select reconciliation report. The other option is to go accounting, bank accounts, reconciliation report as highlighted in the second screenshot below.

**Business Bank Account**  
12-0102-0345678-000

Reconcile 28 items



Find

Account Transactions

Bank Statements

New

Spend Money

Receive Money

Transfer Money

Reconcile

Reconcile Account

Bank Rules

Reconciliation Report

Import a Statement

Business Bank Account 12-0102-0345678-000

**Account watchlist**

Dashboard Business **Accounting** Payroll Projects Contacts

Bank Accounts > **Business Bank Account** 12-0102-0345678-000

Match transactions from your bank with your books in Xero

[Watch](#) how bank reconciliation works in Xero

See our step-by-step guide to [bank reconciliation](#)

**ASB** 18,214.67 Statement Balance 11,659.57 Balance in Xero Different balances? 23 Sep 2020 [Reconciliation Report](#) [Manage Account](#)

What's this? [Reconcile \(28\)](#) [Cash coding](#) [Bank statements](#) [Account transactions](#)

What's this? Review your bank statement lines... Spent Received Options Match Create Transfer Discuss Find & Match

...then match with your transactions in Xero Spent Received

Choose which bank account and the date you are reconciling from e.g. end of month, end of financial year – update and it will show on screen. The balance in Xero and the statement balance should be the same and you should also match this to the balance in your Internet banking. There is a Publish/Print or Export option down the page.

**Accounting** Payroll Projects Contacts

Reports > **Bank Reconciliation** Wide view

**Check your Statement Balance**

We suggest you compare the statement balance below to the balance your bank is showing on 31 March 2020. Why do we recommend this? Xero calculates statement balances based on your transaction history – occasionally duplicate statement lines or omissions can occur in bank feeds or manual imports causing balances to be incorrect. [Read this help page for more details and what to do if balances don't match.](#)

**Bank Reconciliation Summary** [Bank Statement](#) [Statement Exceptions](#)

Bank Account: 090 - Business Bank Acc Date: 31 Mar 2020 [Update](#)

**Bank Reconciliation Summary**  
Business Bank Account  
Demo Company (NZ)  
As at 31 March 2020

[Add Summary](#)

Date	Description	Reference	Amount
31 Mar 2020	Balance in Xero		7,076.48
31 Mar 2020	Statement Balance		7,076.48

[Save as Draft](#) [Publish](#) [Print](#) [Export](#)

If your account doesn't reconcile or you have unreconciled transactions, common errors may be:

- Bank transfers not reconciled correctly
- Double up of transactions
- Unreconciled entries
- Any transactions that have been accidentally entered by 'user'

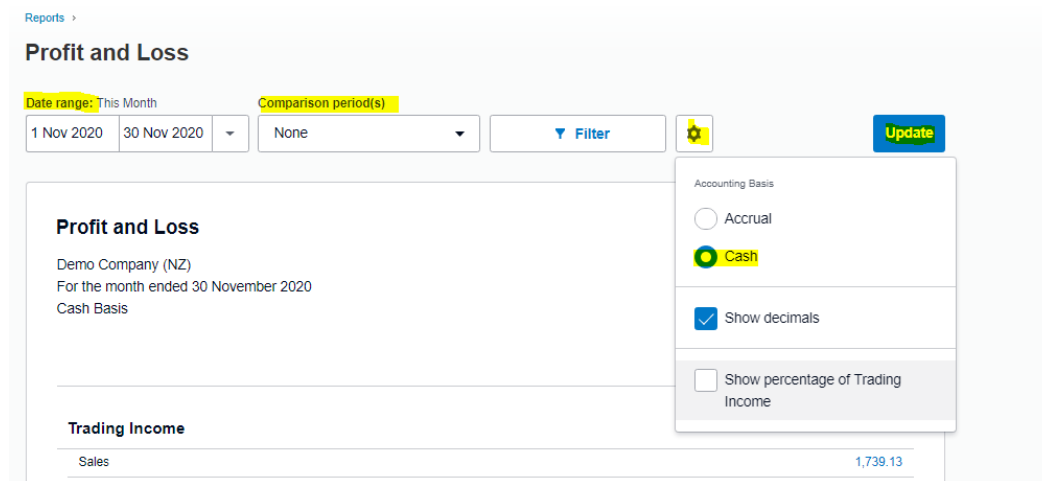
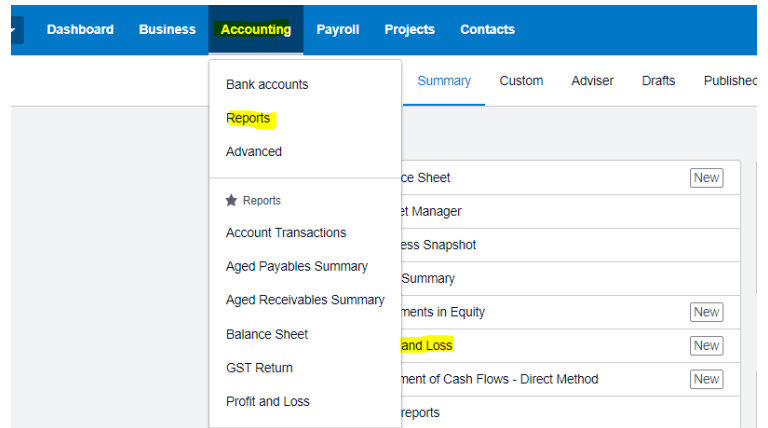
Email [xero@mdp.co.nz](mailto:xero@mdp.co.nz) if you are unable to resolve this error.

## How to run a Profit & Loss

Profit and Loss Reports are found under the accounting/reports tab.

o Select the date range you require the report for & if you would like any comparison periods. Using the settings button select cash basis, then update your report to give you the information you require. (If you are running debtors and creditors, your profit and loss will be accrual basis.)

o At the bottom right hand side of any report there are 'save as' and 'export' options



## How to run a balance sheet

Balance Sheet reports are found under the account/reports tab.

Select the date & comparison period you wish for the report to display then click update. At the bottom right hand side of any report there are 'save as' and 'export' options.

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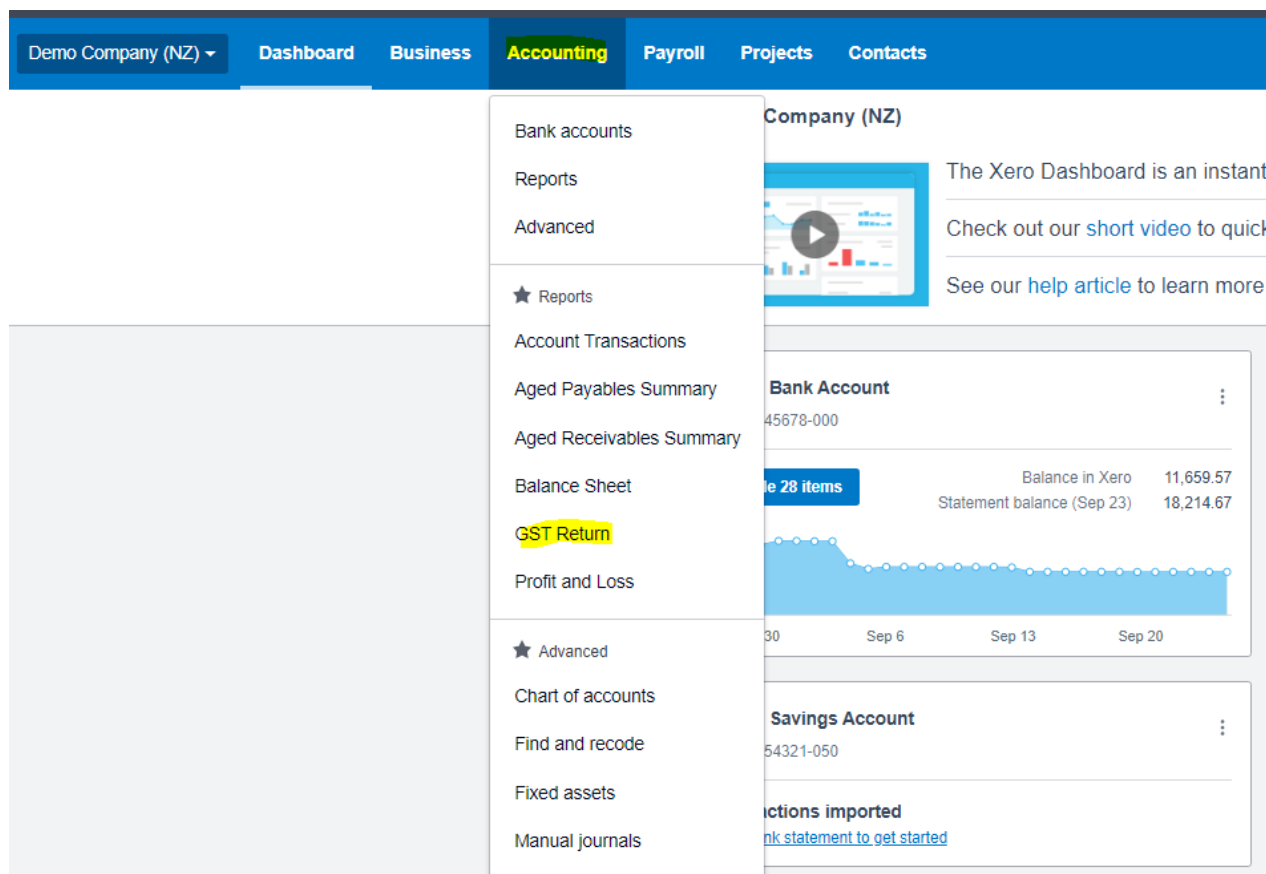
# Global search.

In the top right hand corner of your Xero dashboard there is a magnifying glass. Here you can search your whole Xero for a specific amount or contact. This will bring up all transactions containing what you are searching for.



# How to file a GST return in Xero

1. The GST Return can be found in the 'Accounting' drop down menu.



2. Select 'GST Return', if this is the first time you have prepared the GST the following information will need to be entered:

A screenshot of the 'Enter your GST details' form in Xero. The form is titled 'Enter your GST details' and is located under the 'Reports' section. It contains four input fields: 'Registration number' with the value '111-111-111', 'Accounting basis' with a dropdown menu showing 'Payments Basis', 'Filing frequency' with a dropdown menu showing 'Two monthly', and 'Next Period Due' with a dropdown menu. The form is set against a blue header with navigation links: 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Adviser', 'Contacts', and 'Settings'. The user's name 'Nicole Davies' is visible in the top right corner.

- Registration number' (IRD number)
  - Accounting basis – either invoice or payments basis
  - Filing Frequency – check this is correct.
  - Next Period Due – select the period you are wanting to start from.
    - You can find all this information by logging into your Company IRD account.
3. Select your return by clicking 'Draft'. This will open your screen to review your GST return.

Reports

## GST Returns

Due Now (1)

Final Returns (0)

[Edit GST Details](#)

### 1 Return Due Now

GST Return	Due Date
<b>DRAFT</b> 1 Mar 2016 - 30 Apr 2016	Due by 28 May 2016 1 day left

Your next GST period ends in 34 days (30 Jun 2016). [Preview period so far](#)

4. Xero populates these fields from the periods coded bank transactions and other information relevant to your GST. This is what it will look like.



## GST Return

Demo Company (NZ)

For the period 1 March 2016 to 30 April 2016

**968.75**

GST and provisional tax to pay

Add a summary

### Return Details

Registration number	1	111-111-111
Period covered by the return	2	March to April 2016
This return and any payments are due		28 May 2016
Return basis		Payments

### Sales and Income

Total sales and income	5	15,260.19
Zero-rated supplies	6	0.00
Net GST sales and income	7	15,260.19
Total GST collected on sales and income	8	1,990.46
Any debit adjustments	9	<input type="text" value="0"/>
Total GST collected for the period	10	1,990.46

### Purchases and Expenses

Total purchases and expenses	11	7,833.11
Total GST credits on purchases and expenses	12	1,021.71
Any credit adjustments	13	<input type="text" value="0"/>
Total GST credit	14	1,021.71
<b>GST to pay</b>	<b>15</b>	<b>968.75</b>

Export

Save

Cancel

- To view a full audit trail of your GST, you can click the GST Audit report tab. This will show how it calculated your GST payment/refund, and shows your transactions divided into Expenses, sales and No GST.

**Accounting** Payroll Projects Contacts

## Bank accounts

Connect your bank account to Xero so transactions flow in automatically

[Watch how to add and connect bank and credit card accounts](#)

See our step-by-step guide to [adding a bank account in Xero](#)

[Add Bank Account](#) [Transfer Money](#) [Bank Rules](#) [Uncoded Statement Lines](#)

What's this?

**Business Bank Account** 12-0102-0345078-000 **ASB** [Manage Account](#)

**18,214.67**  
Statement Balance  
23 Sep 2020

**11,659.57**  
Balance in Xero  
[Reconcile 28 items](#)

20 Apr 2020  
Balance 8,880

April May June

**Find**  
[Account Transactions](#)  
[Bank Statements](#)  
[Edit Account Details](#)

**New**  
[Spend Money](#)  
[Receive Money](#)  
[Transfer Money](#)

**Reconcile**  
[Reconcile Account](#)  
[Bank Rules](#)  
[Reconciliation Report](#)  
[Import a Statement](#)

**Business Savings Account** [Manage Account](#)

- Once all corrections have been made, jump back into the GST return tab. This is where you will find what GST is due and whether it is a refund or a payment that needs to be made to the IRD.

**DRAFT** Due in 33 days

## GST Return

Demo Company (NZ)  
For the period 1 August 2020 to 30 September 2020

**515.17**  
GST to pay

Add a summary

- Once happy with your GST return, after it has been exported, printed or saved, it MUST be saved as a 'Final' return in order to file it with Inland Revenue. Go to the 'Save' drop down and select 'Save Final'.

Total GST credits on purchases and expenses	12	2,024.11
Any credit adjustments	13	0
Total GST credit	14	2,024.11
<b>GST to pay</b>	<b>15</b>	<b>515.17</b>

[Export](#)

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

[Save Draft](#)  
[Save Final](#)

- Another screen will then pop up with the following message, from here please select 'Save'.

Prepared by

Author

McIntyre Dick & Partners

Save


Cancel

Your GST Return is now ready to file with the IRD.

[Reports](#) > [GST Return](#)

## GST Return

[GST Return](#) [Provisional Return](#) [GST Audit Report](#)

 You can file this return online with Inland Revenue after the period has ended on 30 September 2020.

**FINALISED**

Finalised by McIntyre Dick & Partners on 25 September 2020

### GST Return

Demo Company (NZ)

For the period 1 August 2020 to 30 September 2020

**515.17**

GST to pay

#### Return Details

Registration number

1

123123123

Period covered by the return

1

123123123

Click 'File now with IRD' button which is automatically connected to IRD and log into your myIR account. This informs them that your GST is completed and if money is due to be paid or if a refund is owed.

[Reports](#) > [GST Return](#)

## GST Return

[GST Return](#) [Provisional Return](#) [GST Audit Report](#)



**Ready to file**

Due by 28 August 2020. By clicking "File Now" you declare the return is correct, and acknowledge and agree to these [GST Filing Terms & Conditions](#).

[File now with IRD](#)

*Once GST is filed with IRD – you need to make payment from your normal online banking as this is not automatic. Refunds will be processed & deposited.*

After filing your GST with IRD we need to 'lock' the period to prevent any further changes.

Accounting

Payroll

Pro

Bank accounts

Reports

Advanced

★ Reports

Account Transactions

1. In the Accounting dropdown menu, select Advanced
2. Select Financial Settings
3. Here we need to add in the Lock Dates, the date should be the last day of your last GST period.
4. Click Save

Advanced settings

★ Financial settings  
Edit financial settings like tax periods and lock dates

Advanced accounting >

## Financial settings

Financial Year End

31 March [Change](#)

GST

GST Basis

Payments Basis

GST Period

2 Monthly

GST Number

111-111-111

Tax Defaults

For Sales

Based on last sale

Includes invoices, quotes, credit notes and receive money items

For Purchases

Based on last purchase

Includes bills, purchase orders, credit notes, and spend money items

Lock Dates

Lock dates stop data from being changed for a specific period. You can change these at any time.

Stop all users (except advisers) making changes on and before

31 Mar 2021

Stop all users making changes on and before

31 Mar 2021

Time zone

(UTC+12:00) Auckland, Wellington

Save

Cancel



**McIntyre Dick**

[McIntyreDick.co.nz](http://McIntyreDick.co.nz)