



Non GST Cashbook.

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

JANUARY 2021

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**.



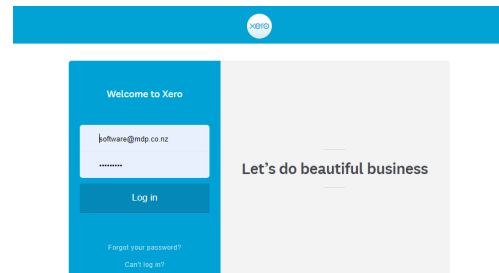
Acceptance of Xero Invite

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.

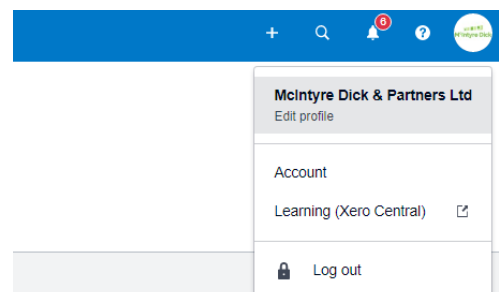
You will be required to set up a two factor authentication with your login, it is recommended you do this for added security to your Xero account.



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.

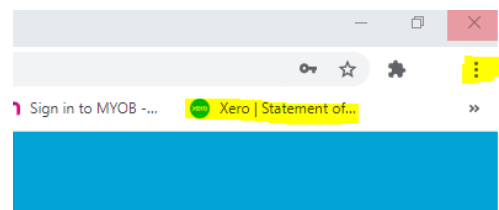
Xero will automatically lock you out and require a password to be entered if the session has been inactive for half an hour as a security feature.



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.



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.

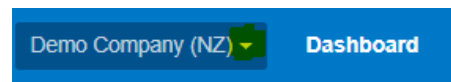
Dashboard Tour

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 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

ASB	18,214.67 Statement Balance	11,659.57 Balance in Xero	Different balances?
------------	---------------------------------------	-------------------------------------	-------------------------------------

What's this?

Reconcile (28) **Cash coding** Bank statements Account transactions

Reconcile (28) Cash coding 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

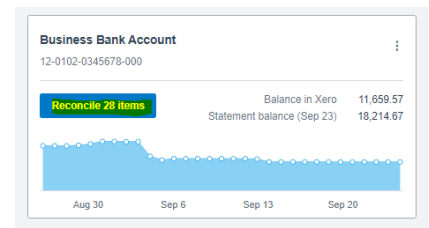
the total, click save.

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
14 Sep 2020 Truxton Property Management Rent More details	1,181.25
14 Sep 2020 Ridgeway University INV-0035 More details	6,187.50

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

OK

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
22 Feb 2021 Ridgeway University INV-0035 More details	6,187.50
22 Feb 2021 Truxton Property Management	1,181.25

...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

Find & Match

OK

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

Who | Name of the contact...

What | Choose the account...

Why | Enter a description...

Region | Tax Rate | Add details

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.

☒ 24 Feb 2021
 Cooper Street Bakery
 15.75 NZD

New Transaction ▾

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.

The screenshot shows a transaction table on the left and a modal window on the right. The transaction table has columns for date, description, and amount. The modal window has tabs for Match, Create, Transfer, Discuss, and Find & Match. The Transfer tab is selected, showing options to select a bank account (Business Tax or Credit Card) and a reference number.

Date	Description	Amount
24 Mar 2021	ANZ Credit Card	1,288.25
	Interbank Debit	
	More details	

Options ▾

OK

Match Create **Transfer** Discuss Find & Match

Select a bank account

☐ Business Tax

☒ Credit Card

Reference

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.

The screenshot shows a transaction table on the left and a modal window on the right. The transaction table has columns for date, description, and amount. The modal window has tabs for Match, Create, Transfer, Discuss, and Find & Match. The Match tab is selected, showing a match between the transaction and a bank transfer from a business account.

Date	Description	Amount
24 Mar 2021	DIRECT CREDIT PAYMENT - THAN...	1,288.25
	More details	

Options ▾

OK

Match **Create** Transfer Discuss Find & Match

24 Mar 2021

Bank Transfer from Business Account.

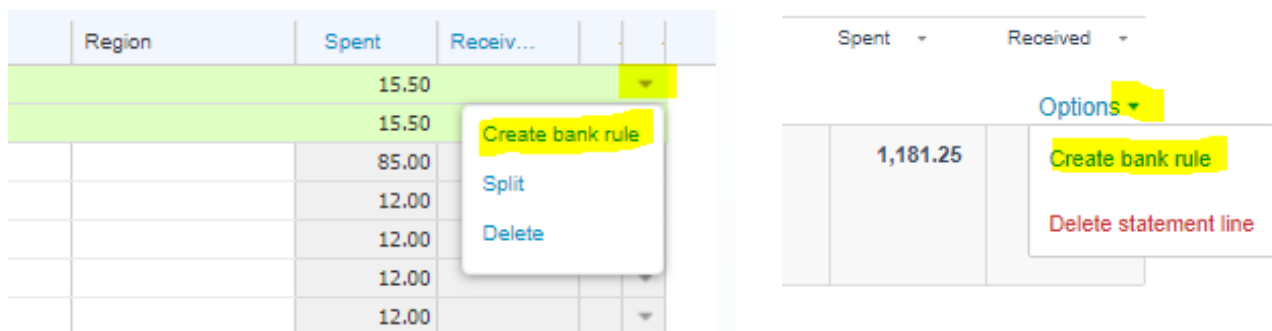
Ref:

1,288.25

Bank rules.

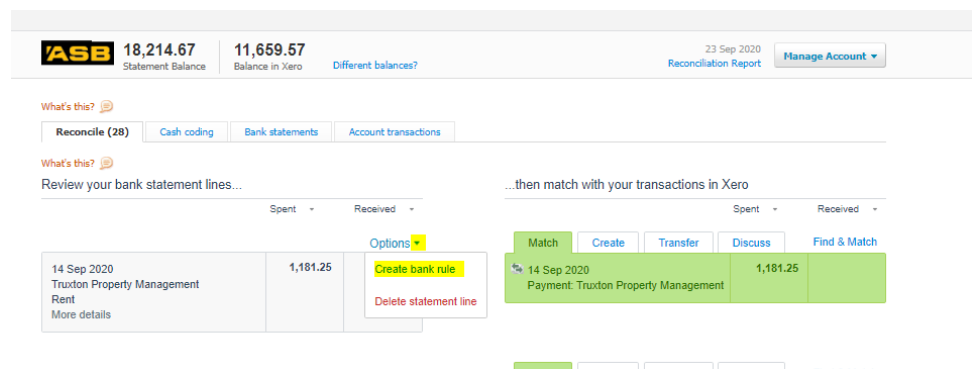
Having bank rules makes reconciling the account transactions easier and faster. Bank rules are used for regular transactions e.g. Xero fees, electricity, accounting etc.

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.

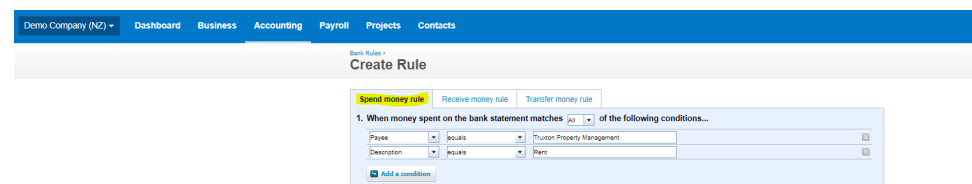


Reconcile screen creating bank rules - Click on 'create rule' above the transaction.

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			
	TOTAL			100.00%

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
 Reconciliation Report **Manage Account**

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	Bank Rules
	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 'Business Bank Account' page in Xero. 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 in Xero. 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 are as follows:

From	Date	Reference	Total
Wilson Periodicals	22 Sep 2020	Sub 098801	35.00

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	

Subtotal	30.43
Total GST 15%	4.57
TOTAL	35.00

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

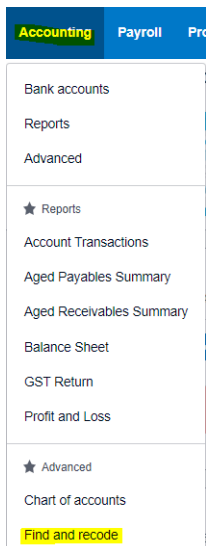
+ New Transaction

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.

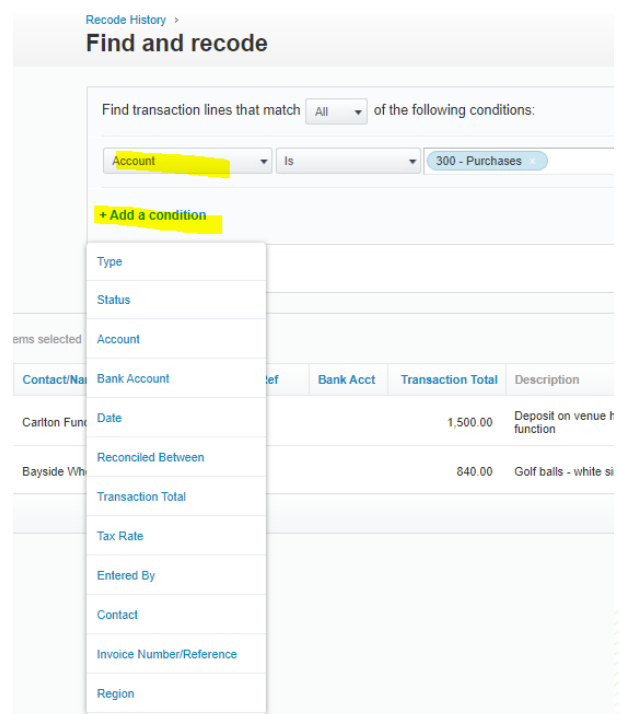


Using find and & recode is helpful for making changes to transactions that have already been coded. This may include

- 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

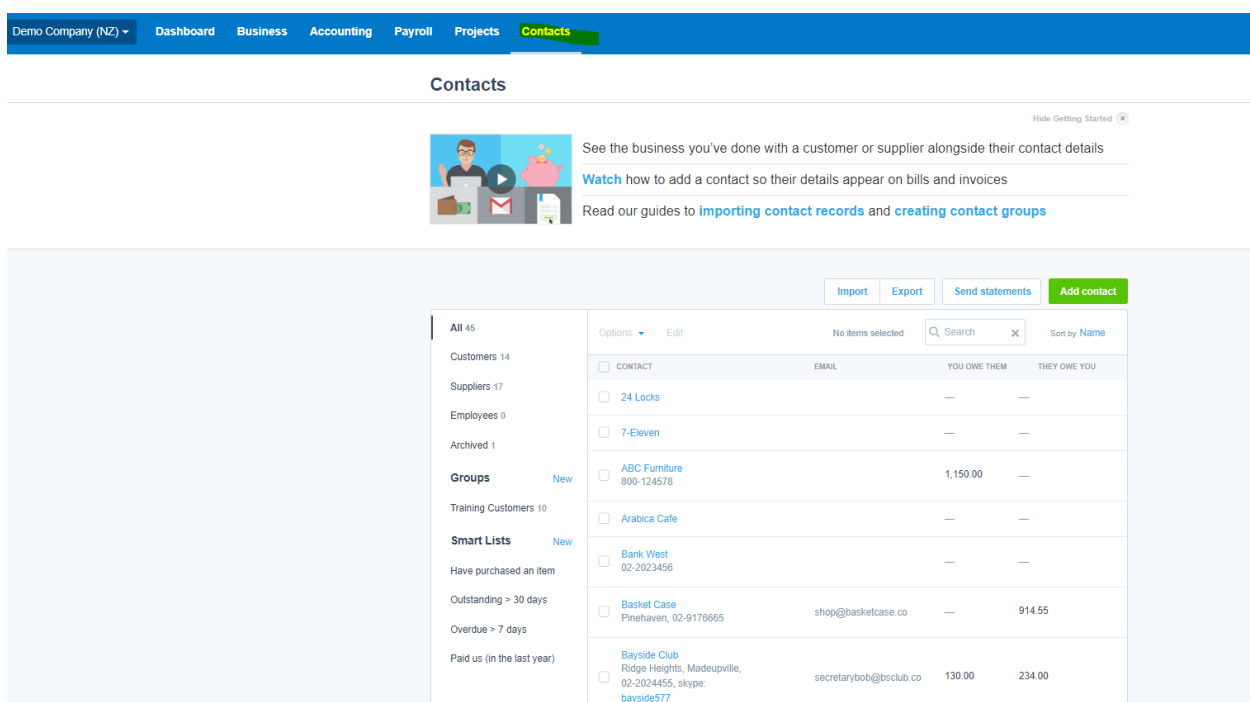
20 Jan 2021 - 20 Jan 2021

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



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 More details	4,500.00
Options ▾	
23 Feb 2021 City Limousines	100.00

Match Create Transfer Discuss Find & Match

Who **sm** What Choose the account... ▾

Why DIISR - Small Business Services
cad@diisr.govt

Region Hamilton Smith Ltd

Match **SMART Agency** Find & Match

Was + New Contact

Contacts >
Bayside Club

New ▾

2 invoices awaiting payment THEY OWE 3,434.00 Options ▾ Edit

[View recent invoices report](#)

ITEM	NUMBER	REFERENCE	DATE	ACTIVITY DATE	EXP	TOTAL

Contact Details
Contact Person
Bob Partridge

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
TOTAL							15.75

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

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

RELATED FILES

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

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

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
TOTAL							15.75

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](#)

Demo Company (NZ)

Files

[Settings](#)

Do more with Xero

[WorkflowMax](#)

[Hubdoc](#)

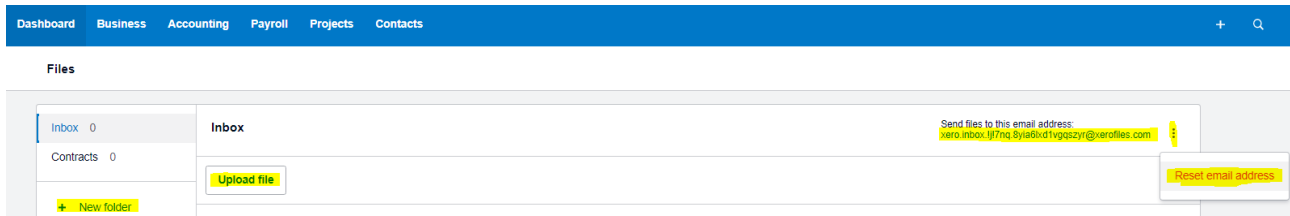
[App Marketplace](#)

[Xero HQ](#)

[My Xero](#)

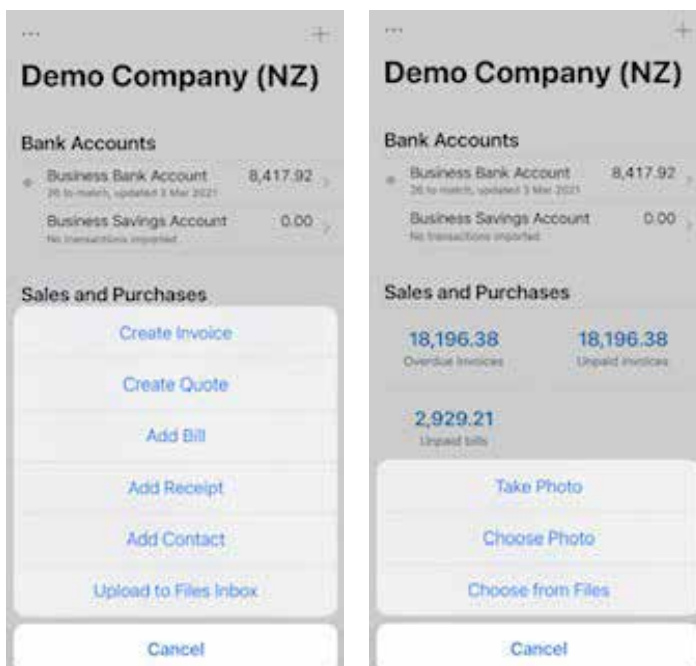
[Workpapers](#)

[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

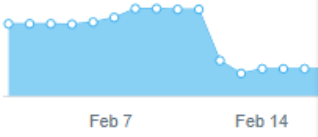
[GST Audit Report](#)

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'

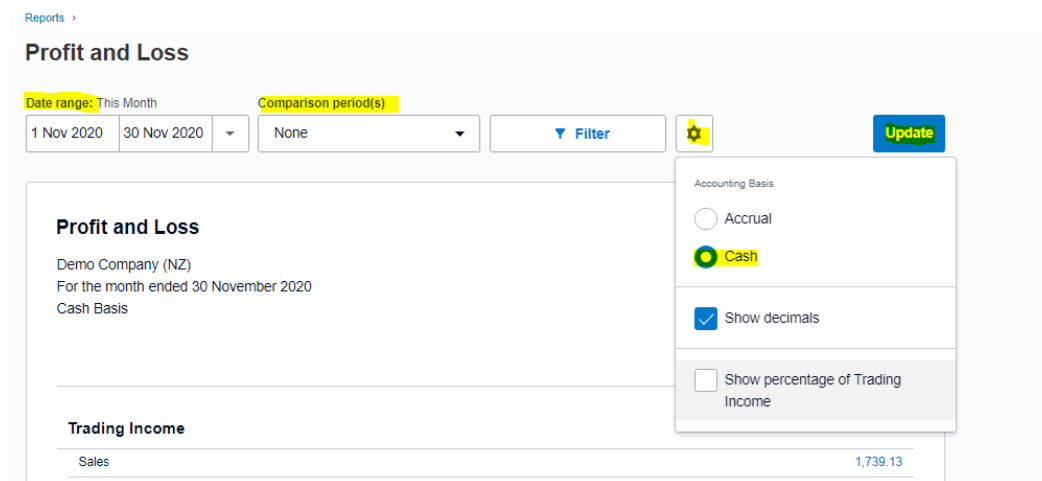
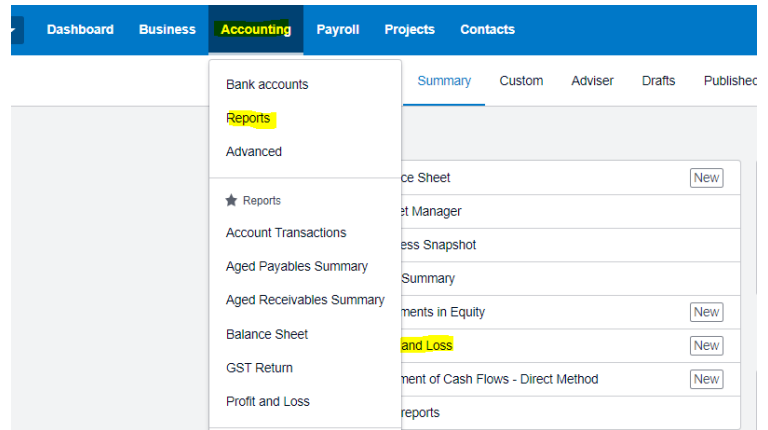
Email xero@mdp.co.nz if you are unable to resolve this error.

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.

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.





McIntyre Dick

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