



7 Tips to Help You Get the Most Out of Xero



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1. Get Comfortable with Xero and in the Cloud Accounting

By using different settings on your computer and in Xero combined with some creative thinking, you can get the most from cloud accounting. Here are a few tips to help optimise your user experience:

- Optimise your navigation around Xero by using multiple tabs to jump between screens while accessing different areas of Xero (Figure 1). If you have made a change in one screen that you need to see in another, refresh the screen and this will update the information without having to open the screen again.
- Expand your list view from 25 to 200 per page, this will reduce the time it takes to move between pages when viewing lists. To do this, scroll to the bottom of the screen and change the number showing to 200 per page (Figure 2).
- When viewing lists, sort by dates, descriptions, payees, references, spent or received by clicking the header to make viewing transactions easy. This is especially useful when using cash coding in the bank.
- Invest in an additional monitor and have dual monitors side by side on your desk if you spend a lot of time on Xero.
- You can access two different Xero files simultaneously, all you have to do is open two different browser windows such as Google Chrome and Internet Explorer. Take care when entering data when working this way, ensuring that you enter into the correct file.
- Optimise your screen resolution, Xero recommends 1024 x 768 as a minimum.
- Click the cross at the top right corner of the Get Started panels to increase the information that you can see on your screen.
- Consider changing your screen to portrait orientation.

Figure 1: Using multiple tabs



Figure 2: Expanding your list view

☒	4 Jul 2013	Payment: Melrose Parking	Chq 409	148.50
☒	2 Jul 2013	Woolworths		65.20
☒	30 Jun 2013	Victoria Property Agency		1,650.00
☒	30 Jun 2013	Southside Office Supplies		125.90
☒	28 Jun 2013	Payment: Qantas	DD 111093	218.90
☒	26 Jun 2013	NAB		10.50

Page 1 of 1 (92 total items) Showing 200 items per page

- 10
- 25
- 50
- 100
- 200

Figure 3: sorting lists by payee

	Date	Payee	Reference	Description	Account	Tax Rate	Region	Spent	Received
☒	20 Sep 2013	7-Eleven		Misc corner store	453 - Office Exp...	GST on Exp...		15.50	
☒	25 Sep 2013	7-Eleven		Misc corner store	453 - Office Exp...	GST on Exp...		15.50	
☒	23 Sep 2013	ACL Conferences		Reg 8018922				85.00	
☒	21 Sep 2013	Central City Parking						12.00	
☒	22 Sep 2013	Central City Parking						12.00	
☒	23 Sep 2013	Central City Parking						12.00	

2. Get to Know Your Xero Dashboard

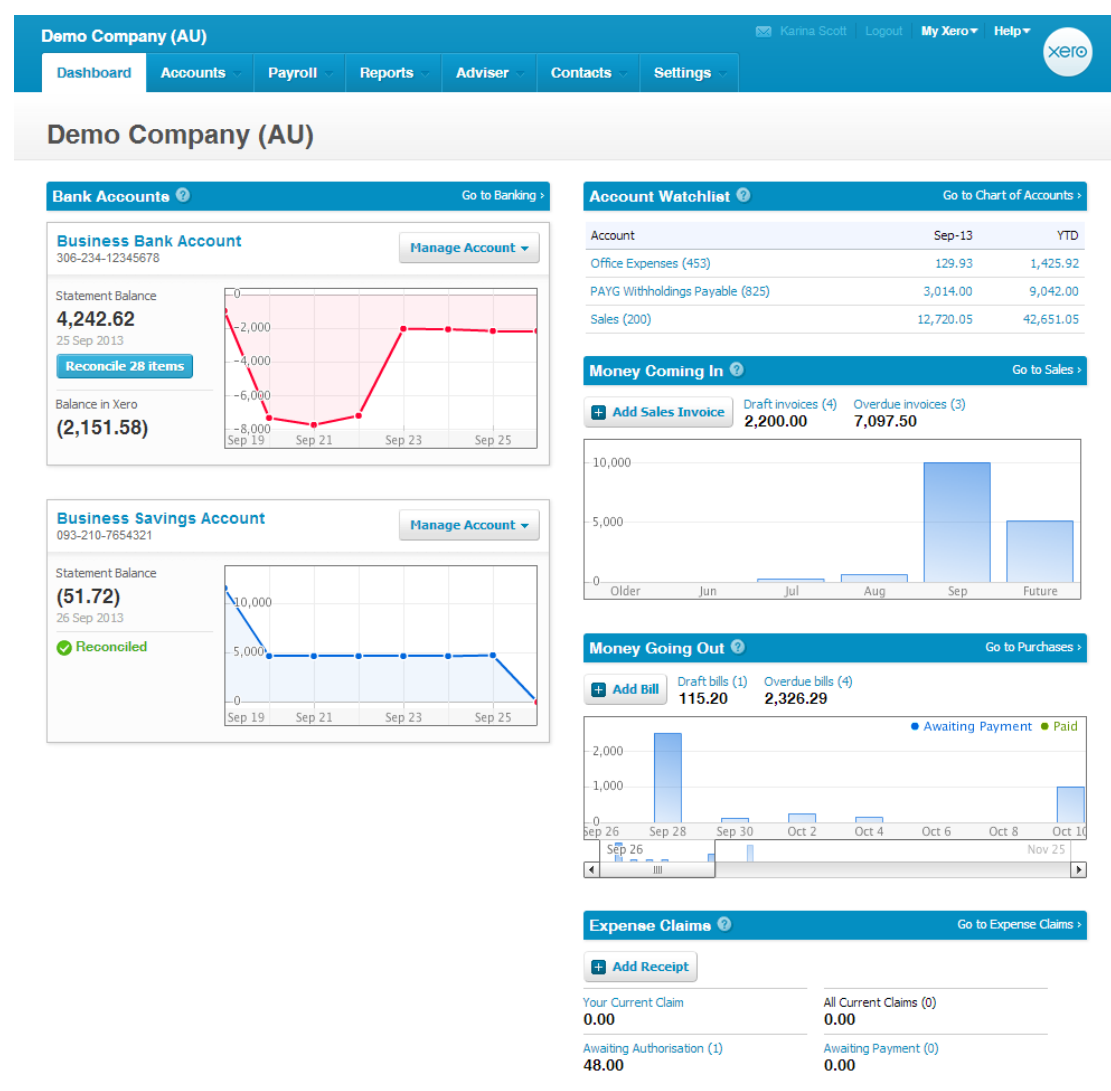
The Xero dashboard allows you to view the performance of your business and key financial information at a glance (Figure 4). It allows you to drill down for more information clicking on any of the numerous available links.

To have the most useful information for business decisions, identify the key account information, place them on your dashboard and review regularly.

Some key things for you to monitor can be:

- Overdue bills in the Money Going Out dashboard
- Charts in the Money Coming In dashboard – click into the chart to drill down for more information and view the underlying transactions
- The bank accounts graph to view bank balances in real time
- Items to reconcile in the Bank Accounts dashboard
- The Account Watch List where you can customise and view a snapshot of the balances in the accounts that you want to regularly keep an eye on

Figure 4: The Xero dashboard



3. Accelerate Your Reconciliation

Make sure that all of the bank accounts that you use for your business, if they have bank feeds available, have been connected to Xero. Xero's bank feed facility has completely changed reconciling your bank accounts and has significantly minimised the time spent on data entry.

Take full advantage of bank rules for recurring transactions that go through your bank accounts. Speed through reconciling your line items using the cash coding tab in the bank account, remember to sort by payee, amount or anything else that will group similar transactions to reconcile bulk line items in one go (Figure 5).

Consider using add-on solutions like Receipt Bank or Shoeboxed to extract data from receipts and supplier bills and import them along with the scanned image to Xero.

Adopt B2B with Xero, by encouraging the businesses that you conduct business with to use Xero you can connect with them via Xero and send your invoices directly to their Xero. All you need to do is ask them for their network key and this will allow you to connect your Xero files creating a portal for billing information to flow seamlessly between your systems.

Figure 5: Cash coding

Reconcile (28)

Cash Coding

Bank statements

Account transactions

Uncheck all

Discard changes

Shortcut keys

Displaying all 28

Show more

☐	Date	Payee▲	Reference	Description	Account	Tax Rate	Region	Spent	Received	
☐	20 Sep 2013	7-Eleven		Misc corner store	453 - Office E...	GST on Exp...		15.50		☐
☐	25 Sep 2013	7-Eleven		Misc corner store	453 - Office E...	GST on Exp...		15.50		☐
☐	23 Sep 2013	ACL Conferences		Reg 8018922				85.00		☐
☒	21 Sep 2013	Central City Parking		Parking	493 - Travel - ...	GST Free C...		12.00		☐
☒	22 Sep 2013	Central City Parking		Parking	493 - Travel - ...	GST Free C...		12.00		☐
☒	23 Sep 2013	Central City Parking		Parking	493 - Travel - ...	GST Free C...		12.00		☐
☒	24 Sep 2013	Central City Parking		Parking	493 - Travel - ...	GST Free C...		12.00		☐
☒	25 Sep 2013	Central City Parking		Parking	493 - Travel - ...	GST Free C...		12.00		☐

Save & Reconcile Selected

4. Invest in Add-On Solutions

Xero has the capability to integrate with a wide range of other solutions to bring efficiencies to your business. With so many add-on solutions to explore, you will find plenty that you may consider implementing. Here are just a few examples:

Bills and expenses: There are a number of add-ons that scan receipts and invoices, then extract the relevant information and upload them into Xero. Receipts and invoices are then stored in an electronic format so that you can easily view them without having to search through piles of paperwork.

Consider using one of these add-ons if you find it too time consuming to extract and enter data, manually scan documents, want to create filing efficiencies or you want to run a paperless office.

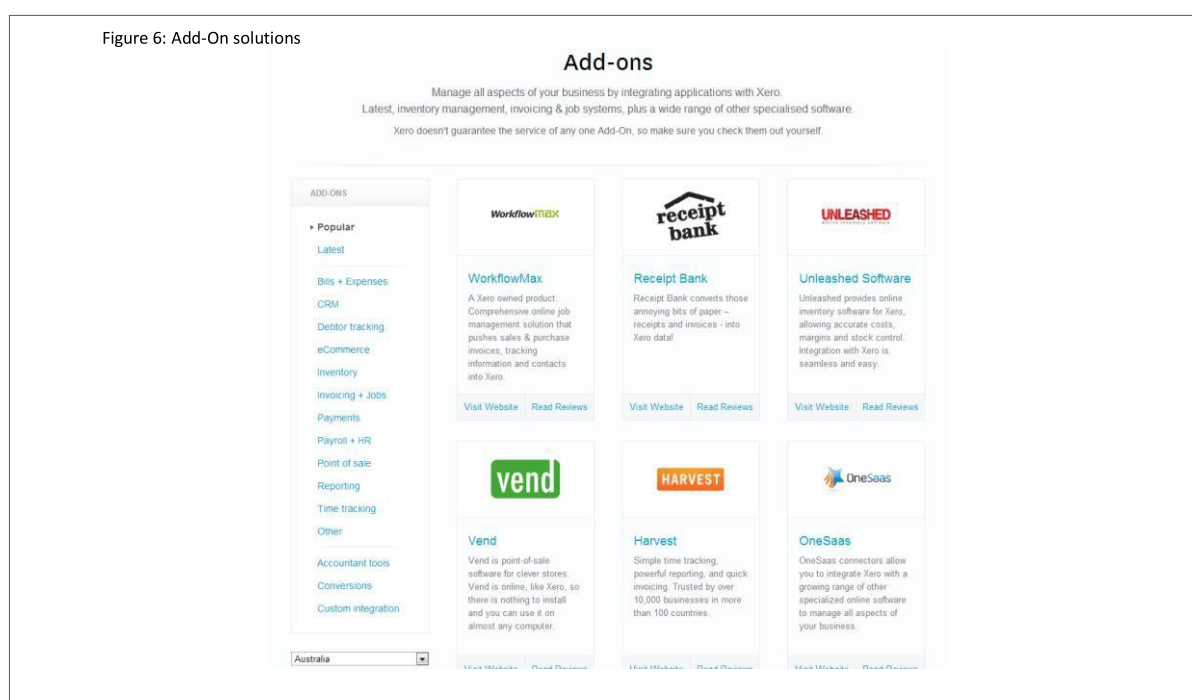
Debt tracking: There are a number of these kinds of add-on, which recognise the due date on an outstanding invoice and send out automatic email reminders to the customer to alert them that payment is due.

Consider using one of these add-ons if you spend a lot of time managing collections and looking at invoices.

Stock/Inventory: These can include features such as the ability to manage suppliers, purchases, stock control, shipments, purchases on consignment, multi-warehouse locations, multiple channel sales, and the ability to sync Xero contacts across solutions.

If you require a strong inventory management solution, you will need to look at some of the add-ons on offer.

This is only a brief snap shot of the multitude of add-ons available, explore many more online at <https://www.xero.com/uk/add-ons/>



5. Get Mobile with the Xero App

You can access Xero from wherever you are as long as you can access the internet. You can download the Xero Touch app to your iPhone, iPad or device, or access Xero on your mobile's internet browser at m.xero.com

Using Xero on your mobile you can:

- View bank balances and reconcile bank accounts on the go
- Create and send invoices
- Photograph receipts and bills and upload expense claims
- Access contact details

This can completely revolutionise how you spend idle time, imagine reconciling your bank accounts on the train on your way into work. Traders can send invoices directly to their customers email address before they have even left the job site.

Figure 7: Xero Touch

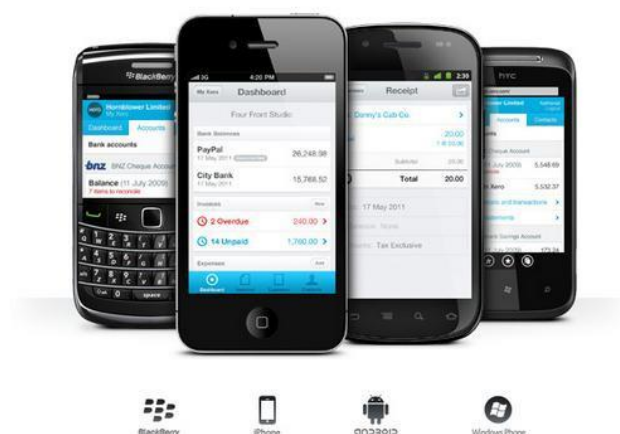


Go mobile with Xero Touch

Manage your business on the go straight from your iPhone or Android device. Login with a 4-digit passcode then view your accounts, create and send invoices, chase up outstanding invoices, snap a picture of receipts, submit expense claims and more.



Or just visit m.xero.com and tap 'Login to Xero Touch'



 Online accounting See your cashflow in real-time. Just login anytime, anywhere.	 Bank reconciliation Automatically import and code your bank transactions.	 Invoicing Create and send invoices automatically & get paid online.	 Add-ons Pick from a wide range of powerful add-ons.
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6. Engage with your Bookkeeper and Accountant

You can now engage with your bookkeeper and accountant like never before, because Xero is in real time, you can be on the phone to your accountant while you both view the same up to date information. They can give you more relevant advice because they can now see the complete picture at the time you need it.

No more worrying about sending disks, transferring large data files or having to wait until the end of every quarter or year to get useful information for your business.

Utilise the discussion tab: when you come across an unknown transaction, don't waste your time, click the Discuss tab and leave a message for your bookkeeper or accountant and get on with other things (Figure 8).

Figure 8: Using the discussion tab

Reconcile (28)

Cash Coding

Bank statements

Account transactions

What's this?

Review your bank statement lines...

Spent ▾

Received ▾

Create rule

19 Sep 2013

Ridgeway University

ORC01025

More

other

6,187.50

SAVE

...then match with your transactions in Xero

Spent ▾

Received ▾

Match

Create

Transfer

Discuss

Find & Match

Not sure what this transaction is?

Ctrl+S at any time to save

7. Free Online Support

Xero includes free online support as part of your subscription and their training resources at <https://www.xero.com/uk/partners/education/> are second to none. In addition to all of this, the Xero Help Centre is a hub of extremely useful information to ensure that you are always on the right track.

Figure 9: Xero customer training

Name	Duration	Price (incl. GST)
First Steps		
An intro to running your business on Xero (Live Online)	60 mins	Free
An intro to running your business on Xero (Video)	30 mins	Free
Getting your business setup on Xero (Live Online)	60 mins	Free
Getting your business setup on Xero (Video)	30 mins	Free
Xero Business Essentials guide (Video Tutorials)	30 mins	Free
3. Intro to Payroll in Xero (Video)	45 mins	Free
Guide to using Payroll in Xero (Video Tutorials)	30 mins	Free
Guide to switching to Xero (Video Tutorials)	30 mins	Free
Further Education		
Intro to WorkflowMax (Live Online)	60 mins	Free
Intro to WorkflowMax (Video)	45 mins	Free

Figure 10: Xero Help Centre

WELCOME TO THE HELP CENTRE

Xero was last updated on 30 September 2013. [View Changes](#)

BROWSE HELP TOPICS

- Getting Started**
Set up new organisations, Xero Dashboard & menu tour
- Settings**
Your set up & options like Chart of Accounts, organisation settings, currencies, balances, pay items, billing & log in information, users
- Banking**
Bank accounts, cash transactions, pay run, import statements, reconcile accounts, get automated bank or PayPal feeds
- Sales invoices and bills**
Enter bills, raise invoices, send statements and credit notes and keep track of payments
- Expense Claims**
Personal spending that the company owes you & your employees
- Sales Tax**
Financial settings, tax rate settings, tax returns
- Reports & Budget**
Financial & business reports, budget, tracking (cost centres)
- Contacts**
Your customers, suppliers
- Work with your accountant or bookkeeper**
Fixed assets, depreciation, manual journals, lock dates, annual & management reporting

SEARCH HELP CENTRE

NEW OR RECENTLY UPDATED

- Inbuilt calculator **NEW**
- Client codes (Partner Edition) **NEW**
- History and Notes Activity **NEW**
- Organisation settings
- Practice settings **NEW**
- Organisation grouping in Partner Edition **NEW**
- Manage your practice in Partner Edition
- Tax file number (TFN) declaration **NEW**

To find out more about what we do with Xero, contact Richard Price Accountancy on **01242 252435**

- **Fixed Fees**
- **An accountant who is genuinely interested in your business**
- **Real time financial information**

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