



Employment and Productivity Training

Xero

Course 512i

Daily Transactions Guide

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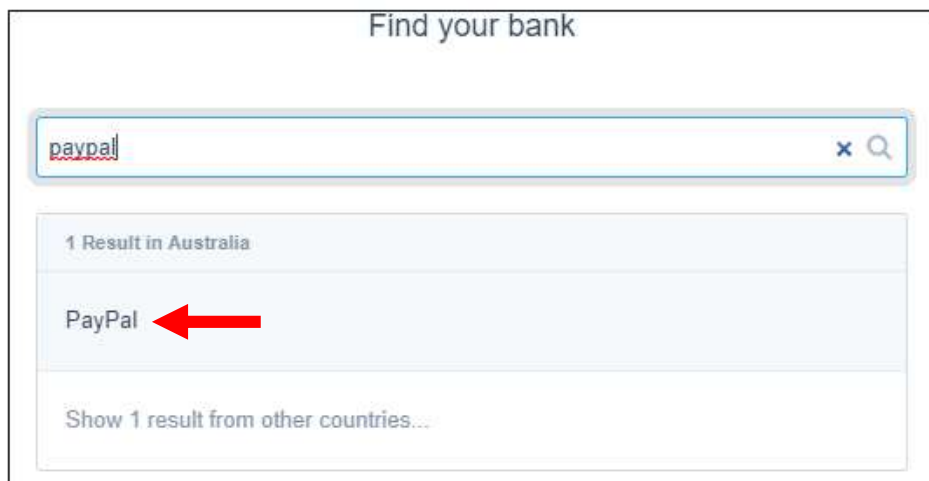
Bank Accounts

You can set up bank accounts, credit cards and PayPal in Xero to process receipts and make payments.

Add a PayPal account

1. Click on the Accounting menu and select Bank Accounts
2. Click on the Add Bank Accounts button
3. Type PayPal in the search field

* This section is part of the Xero Setup Training Workbook



Find your bank

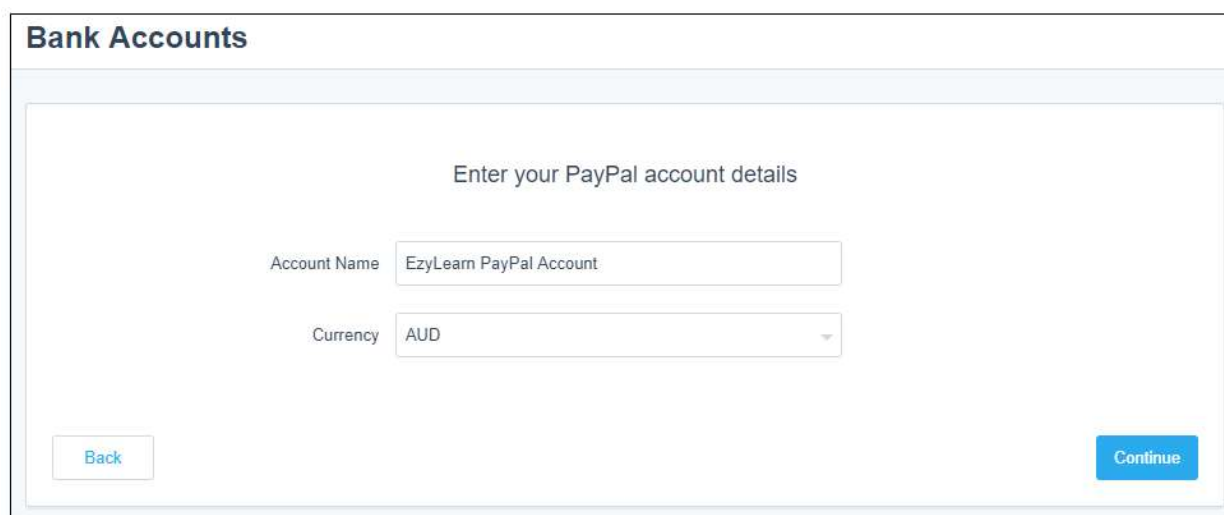
paypal

1 Result in Australia

PayPal

Show 1 result from other countries...

4. Click on PayPal
5. You can choose to login to your PayPal account and connect it to Xero or skip this step
6. Enter the Account Name, then click Continue



Bank Accounts

Enter your PayPal account details

Account Name EzyLearn PayPal Account

Currency AUD

Back Continue

7. Your PayPal account will appear on your Dashboard

Set up Payment Service

PayPal needs to be added to Xero as a payment service to allow customers to pay quickly and easily.

1. Click on the organisation name in the top left corner
2. From the drop-down list, click on Settings
3. Click on Invoice Settings under Features
4. Click on Payment Services



5. Click on Add Payment Service and select PayPal
6. Enter your PayPal account details and email address
7. Allocate fees to an expense account

A screenshot of the 'Add PayPal' form in Xero. The form has a title bar 'Add PayPal' with a close button (X). Below the title bar is a prompt: 'Enter your PayPal account details.' The form contains several fields: 'Name (as you would like it to appear)' with the value 'EzyLearn PayPal'; 'PayPal Email' with an empty field; 'Payment account (where the money will be deposited)' with a dropdown menu showing 'EzyLearn'; a checkbox labeled 'Automate my fees (learn more)' which is checked; and 'Fees Account (where PayPal fees should go)' with a dropdown menu showing '506 - PayPal Fees'. At the bottom right of the form are two buttons: a green 'Save' button and a grey 'Cancel' button.

8. Click Save
9. Click on Manage Themes
10. Click on the PayPal drop-down arrow and select your PayPal account

Apply Service to Branding Themes

Select the credit card service you'd like to accept for each of your branding themes. You can also accept PayPal.

Branding theme name	Credit card service	PayPal	Transfer
Standard	None	EzyLearn PayPal	None

SaveCancel

11. Click Save

Creating Customer Quotes & Invoices

The first step in getting a new customer is to first provide a quotation for your products and services. Some small businesses create these quotes using Microsoft Word and when they win the business they then create an invoice.

* This section is part of the Xero Daily Transactions Workbook

Create a Quote

1. Click on the Business menu and select Quotes
2. Click on the New Quote button
3. Enter the details to create the following quote:

Sales overview > Quotes >

New Quote

Create 

Customer: Cumulo Pty Ltd Date: 1 May 2020 Expiry: 8 May 2020 Quote number: QU-0001 Reference: Theme: Quote

[+ Add a Title & Summary](#)

Currency: AUD Australian Dollar Amounts are: Tax Inclusive

Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Amount AUD
...	Training a group of employees in Microsoft Word & Excel	5.00	200.00		200 - Sales	GST on Income	1,000.00

[+ Add a new line](#)

Subtotal: 1,000.00
Includes GST 10.00%: 90.91

Total: 1,000.00

Terms: To approve the quote, please provide us with a purchase order and reference this quote number.

4. Click on Send
5. Enter your email address to send the quote

The screen below appears to confirm that the quote has been sent.

Sales overview > Quotes >

Quote QU-0001

 Quote QU-0001 sent to Cumulo Pty Ltd 

Sent 

[Send](#) [Print](#)  [Options ▾](#)

Customer
Cumulo Pty Ltd

Date
1 May 2020

Expiry
8 May 2020

Quote number
QU-0001

Theme
Quote

[+ Add contact details](#)

Amounts are tax exclusive

Item	Description	Quantity	Unit price	Disc %	Account	Tax rate	Amount AUD
	Training a group of employees in Microsoft Word & Excel	5.00	181.82		Sales	GST on Income	909.09
Subtotal							909.09
Total GST 10%							90.91
Total							1,000.00

Accept a Quote & Create an Invoice

1. Click on the Business menu and select Sales overview
2. Click on the Sent status panel of Quotes
3. Tick the box next to the quote and click Accept

Sales overview >

Quotes

+ New Quote

All Draft (0) **Sent (1)** Declined (0) Accepted (0) Invoiced (0)

Accept	Decline	Copy to...	More ▼	1 item, 1,000.00 AUD	1 item, 1,000.00 AUD	Search	
☒	Number	Ref	Customer	Date ▼	Expiry	Online Quote	Amount
☒	QU-0001		 Cumulo Pty Ltd	1 May 2020	8 May 2020		1,000.00

4. Click on the Accepted tab
5. Tick the box next to the quote and click Create invoice
6. Tick the box to Mark as Invoiced

Create Invoice for QU-0001

☒ Mark as Invoiced

Create Cancel

7. Click on Create

8. Enter the invoice date and due date for the new invoice below

Sales overview > Invoices > **New Invoice**

✓ Quote QU-0001 has been marked as invoiced

To: × Date: ▾ Due Date: ▾ Invoice #: Reference: Branding: ▾ [Preview](#) [Print](#)

Add last items

▾ Amounts are: ▾

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Amount AUD
::	Training a group of employees in Microsoft Word & Excel	5.00	200.00		200 - Sales	GST on Income	1,000.00 ×

[Add a new line](#) ▾

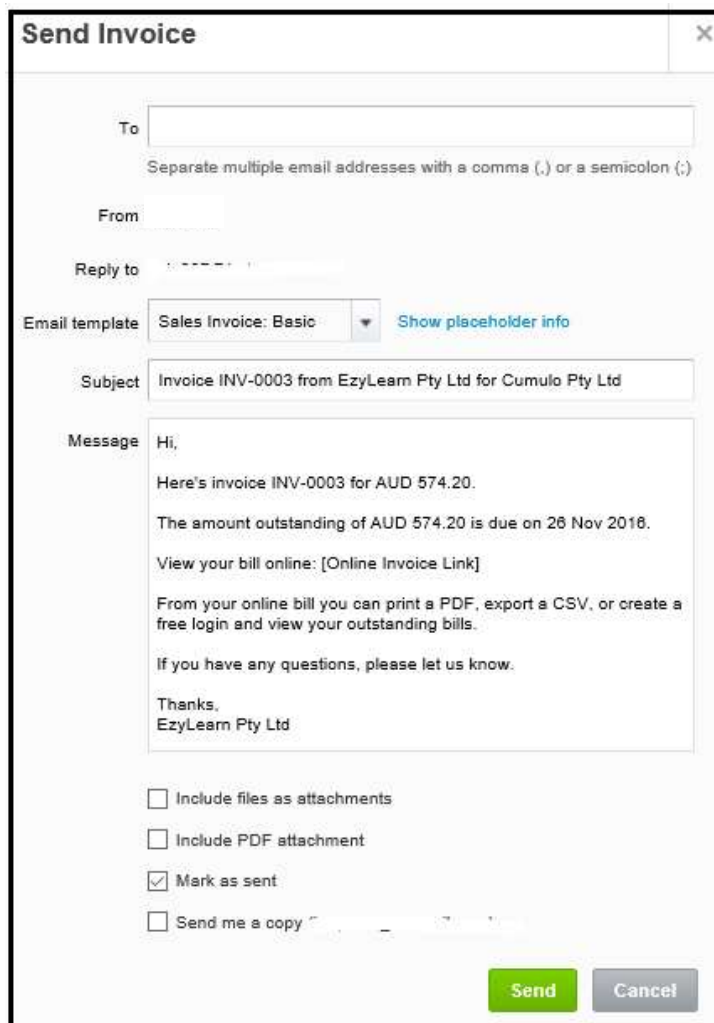
Subtotal 1,000.00
Includes GST 10.00% 90.91

TOTAL 1,000.00

9. Click on Approve

Email an Invoice to a Customer

1. Click on the Business menu and select Sales overview
2. Click on the Awaiting Payment section to drill down and see the list of invoices not yet paid
1. Click on the customer name against the invoice to open it up
2. Click on the Email button
3. Enter the company's email address in the To field
4. Check that the other information is correct i.e. sales invoice, invoice number, message



Send Invoice

To:

Separate multiple email addresses with a comma (,) or a semicolon (;)

From:

Reply to:

Email template: Sales Invoice: Basic [Show placeholder info](#)

Subject: Invoice INV-0003 from EzyLearn Pty Ltd for Cumulo Pty Ltd

Message: Hi,
Here's invoice INV-0003 for AUD 574.20.
The amount outstanding of AUD 574.20 is due on 28 Nov 2018.
View your bill online: [Online Invoice Link]
From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.
If you have any questions, please let us know.
Thanks,
EzyLearn Pty Ltd

☐ Include files as attachments
☐ Include PDF attachment
☒ Mark as sent
☐ Send me a copy

Send **Cancel**

5. Click on the Send button to email the invoice to the customer

This invoice will be emailed to the customer with a “Pay now” button, allowing them to login to their PayPal account and make payment.



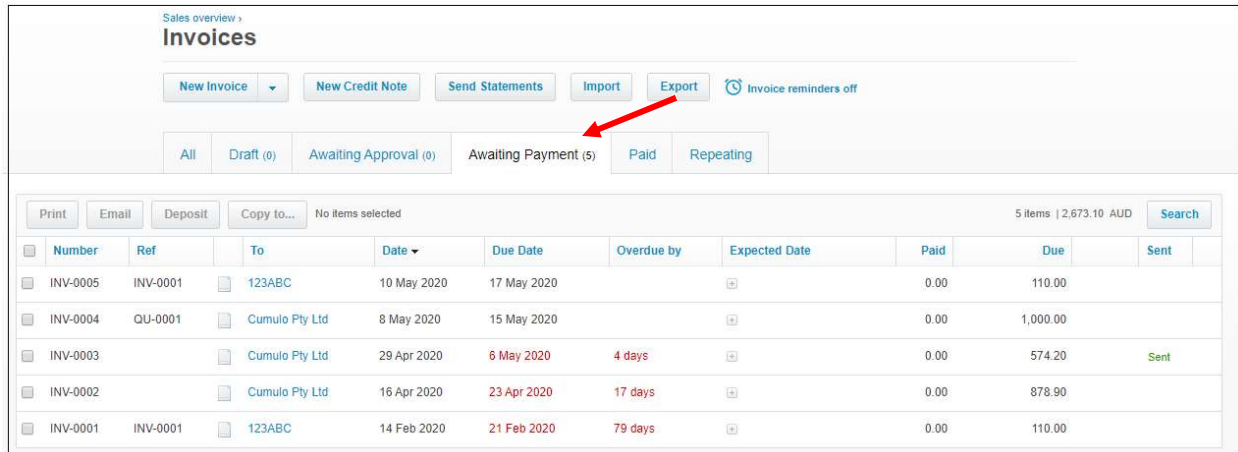
Customer Receipts

Once a customer has received their invoice by email, they can choose to pay the invoice by electronic bank transfer, PayPal or cheque.

* This section is part of the Xero Daily Transactions Workbook

Receive Customer Payment

1. Click on the Business menu and select Invoices
2. Click on the Awaiting Payment status panel



Sales overview > Invoices

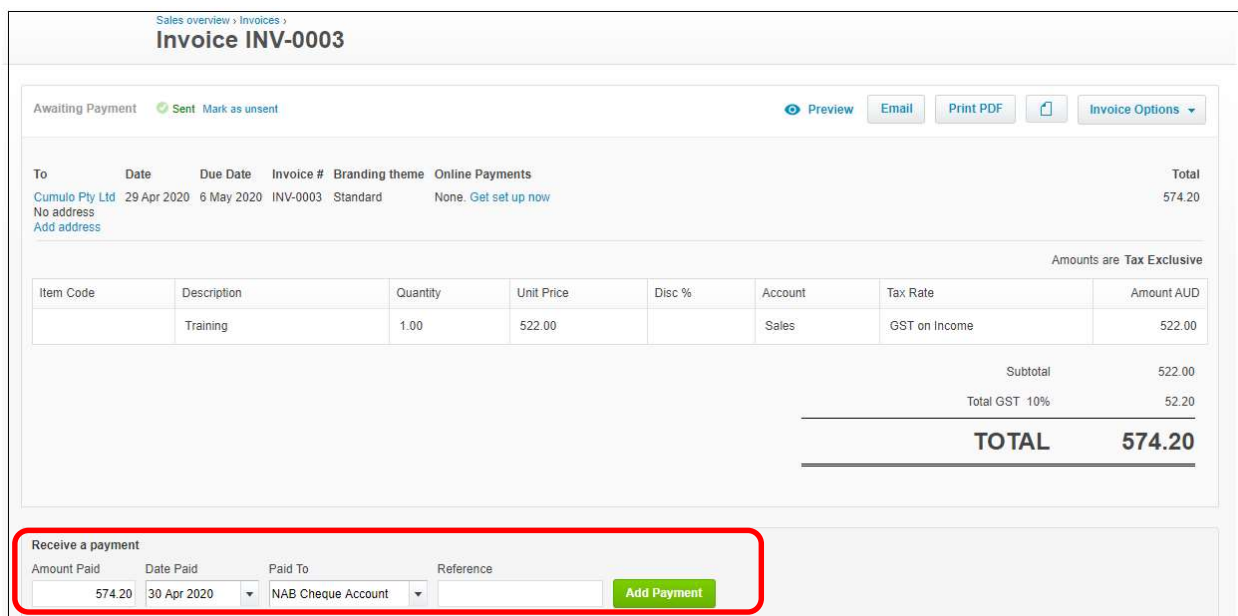
New Invoice New Credit Note Send Statements Import Export Invoice reminders off

All Draft (0) Awaiting Approval (0) Awaiting Payment (5) Paid Repeating

Print Email Deposit Copy to... No items selected 5 items | 2,673.10 AUD Search

Number	Ref	To	Date	Due Date	Overdue by	Expected Date	Paid	Due	Sent
INV-0005	INV-0001	123ABC	10 May 2020	17 May 2020			0.00	110.00	
INV-0004	QU-0001	Cumulo Pty Ltd	8 May 2020	15 May 2020			0.00	1,000.00	
INV-0003		Cumulo Pty Ltd	29 Apr 2020	6 May 2020	4 days		0.00	574.20	Sent
INV-0002		Cumulo Pty Ltd	16 Apr 2020	23 Apr 2020	17 days		0.00	878.90	
INV-0001	INV-0001	123ABC	14 Feb 2020	21 Feb 2020	79 days		0.00	110.00	

3. Click on the invoice being paid
4. Scroll down and enter the payment details as below
5. Select the bank account or PayPal account which the payment was made into



Sales overview > Invoices > Invoice INV-0003

Awaiting Payment Sent Mark as unsent Preview Email Print PDF Invoice Options

To: Cumulo Pty Ltd, Date: 29 Apr 2020, Due Date: 6 May 2020, Invoice #: INV-0003, Branding theme: Standard, Online Payments: None, Total: 574.20

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount AUD
	Training	1.00	522.00		Sales	GST on Income	522.00

Subtotal: 522.00
Total GST 10%: 52.20
TOTAL: 574.20

Receive a payment

Amount Paid: 574.20, Date Paid: 30 Apr 2020, Paid To: NAB Cheque Account, Reference: [blank], Add Payment

6. Click on Add Payment