

*Employment and Productivity Training*

# **Xero**

## **Course 512i**

### **Daily Transactions Guide**

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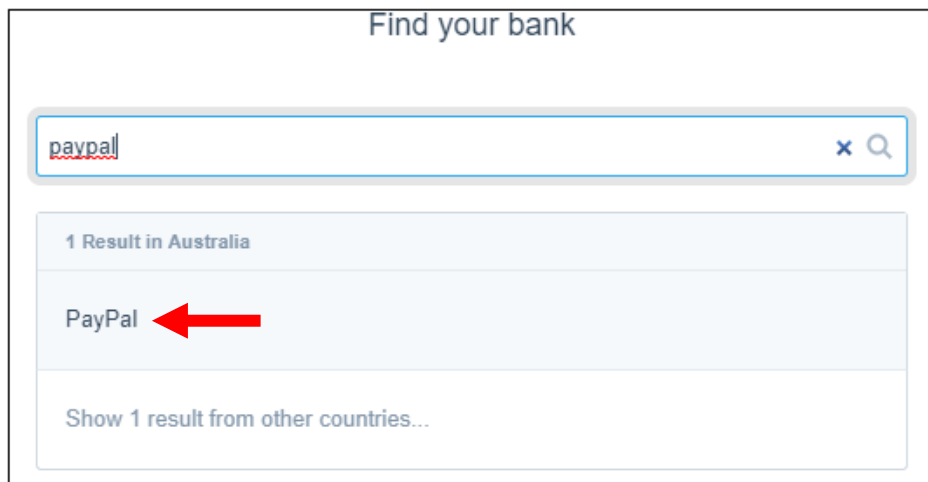
WANT TO START YOUR OWN BOOKKEEPING BUSINESS? ..... 55

## 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 Accounts tab
2. From the drop-down box click on Bank Accounts
3. Click on the Add Bank Accounts button
4. Type "paypal" in the search field



Find your bank

paypal

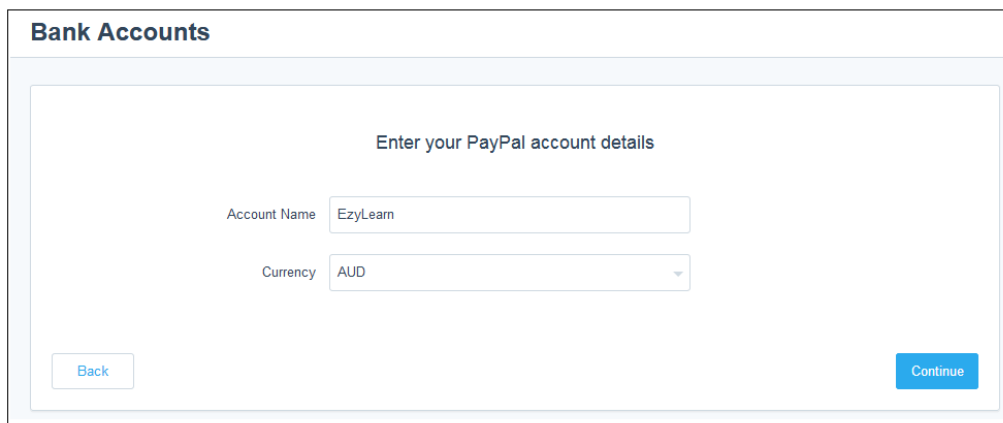
1 Result in Australia

PayPal

Show 1 result from other countries...

\* This section is part of the Xero Setup Training Workbook

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



Bank Accounts

Enter your PayPal account details

Account Name EzyLearn

Currency AUD

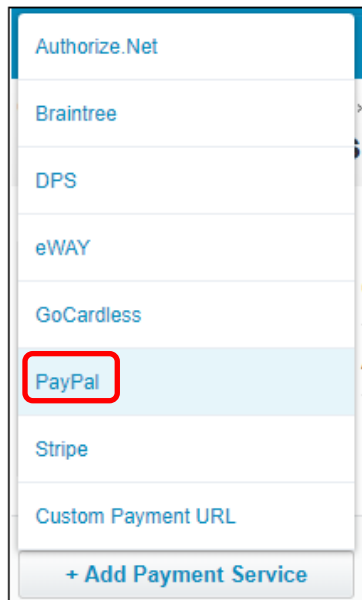
Back Continue

8. Your PayPal account will appear on your main Dashboard

## Set up Payment Service

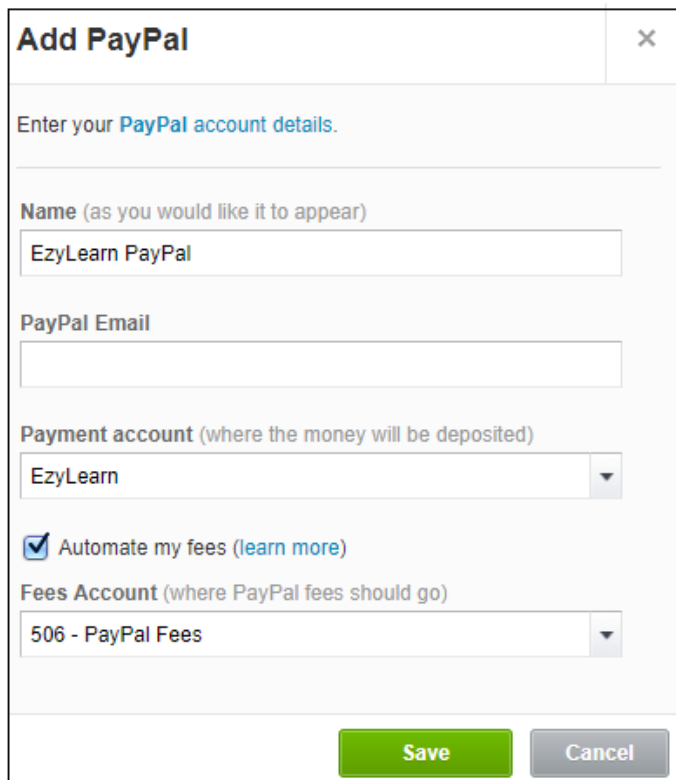
PayPal needs to be added to Xero as a payment service to allow customers to pay quickly and easily.

1. Click on the Settings tab
2. From the drop-down list, click on General 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



**Add PayPal** [X]

Enter your [PayPal](#) account details.

**Name** (as you would like it to appear)  
EzyLearn PayPal

**PayPal Email**  
[Empty field]

**Payment account** (where the money will be deposited)  
EzyLearn

☒ Automate my fees ([learn more](#))

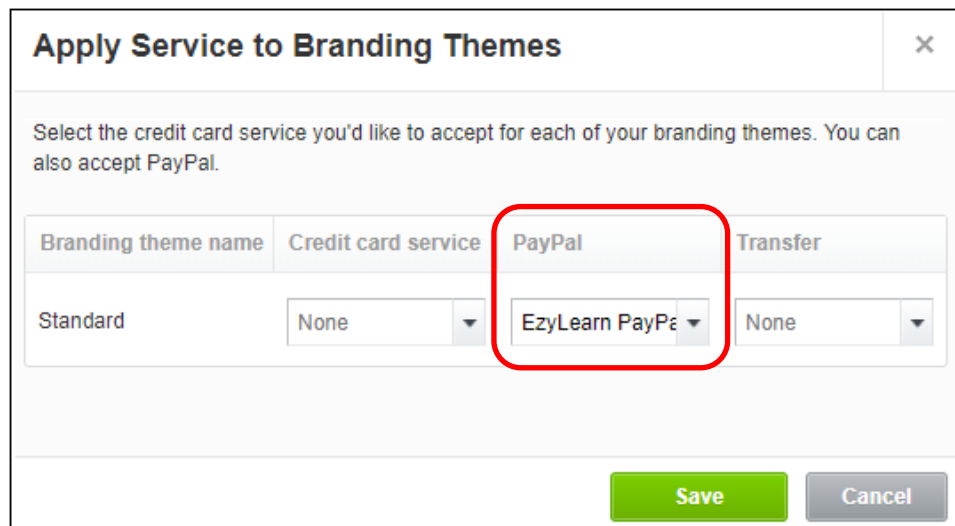
**Fees Account** (where PayPal fees should go)  
506 - PayPal Fees

**Save** **Cancel**

## 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** [X]

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

**Save** **Cancel**

## 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 Accounts dashboard tab and select Sales
2. Click on the drop-down arrow next to the New button, and select Quote
3. Enter the details to create the following quote:

**EzyLearn Pty Ltd** Helen Ip ▾

Dashboard Accounts Payroll Reports Contacts Settings + Folder Mail Search ?

Sales > Quotes >

### New Quote

Create

Customer: Cumulo Pty Ltd Date: 11 Dec 2016 ▾ Expiry: 19 Dec 2016 ▾ Quote number: QU-0001 Reference: Theme: Quote ▾

+ Add a Title & Summary

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**

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


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


Sales > Quotes >

## Quote QU-0001

 Quote QU-0001 sent to Cumulo Pty Ltd 

---

Sent 

[Send](#) [Print](#)  [Options](#) ▾

---

Customer  
Cumulo Pty Ltd

Date  
11 Dec 2016

Expiry  
19 Dec 2016

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		200 - Sales	GST on Income	909.09
Subtotal							909.09
Total GST 10%							90.91
<b>Total</b>							<b>1,000.00</b>

[Terms](#)

## Accept a Quote & Convert to an Invoice

1. Click on the Accounts tab and select Sales
2. Click on the Sent status panel under Quotes
3. Tick the box next to the quote and click Accept

Sales >

### 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
<input checked="" type="checkbox"/>	Number	Ref	Customer	Date ▾	Expiry	Online Quote	Amount	
<input checked="" type="checkbox"/>	QU-0001		Cumulo Pty Ltd	11 Dec 2016	19 Dec 2016		1,000.00	

4. Click on the Accepted tab
5. Tick the box next to the quote and click Copy to
6. Select Invoice and tick the box to Mark as Invoiced

### Copy Contents to a New...

☐ Quote Reuse the contents for a new Quote

☒ Invoice Charge this Quote to a customer

☒ Mark as Invoiced

☐ Purchase Order Order the contents of this Quote

☐ Bill Turn this Quote into a Bill to pay

Create draft Cancel

7. Click on Create draft

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

Sales > Invoices > **New Invoice**

✓ Quote QU-0001 has been marked as invoiced

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

Add last items

AUD Australian Dollar  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 x
<a href="#">Add a new line</a>							
Subtotal							1,000.00
Includes GST 10.00%							90.91
<b>TOTAL</b>							<b>1,000.00</b>

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

9. Click on Approve

## Email an Invoice to a Customer

1. Click on the Accounts tab and select Sales
2. Click on the Awaiting Payments section for a list of invoices not yet paid
3. Click on the customer name against the invoice to open it up
4. Click on the Email button
5. Enter the company's email address in the To field
6. 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: Helen Ip

Reply to:

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

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

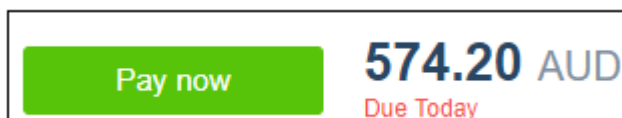
Message: Hi,  
Here's invoice INV-0003 for AUD 574.20.  
The amount outstanding of AUD 574.20 is due on 28 Nov 2018.  
View your bill online: [Online Invoice Link]  
From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.  
If you have any questions,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

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

**Send** **Cancel**

7. 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 Accounts dashboard tab and select Sales
2. Click on the Awaiting Payment status panel

The screenshot shows the Xero Accounts dashboard for EzyLearn Pty Ltd. The 'Invoices' section is active, displaying a list of invoices. A red arrow points to the 'Awaiting Payment (5)' filter button.

Number	Ref	To	Date	Due Date	Overdue by	Expected Date	Paid	Due	Sent
INV-0004	QU-0001	Cumulo Pty Ltd	15 Dec 2016	22 Dec 2016	80 days		0.00	1,000.00	
INV-0003		Cumulo Pty Ltd	19 Nov 2016	26 Nov 2016	106 days		0.00	574.20	Sent
INV-0002		Cumulo Pty Ltd	16 Oct 2016	23 Oct 2016	140 days		0.00	878.90	
INV-0005		123ABC	14 Aug 2016	21 Aug 2016	203 days		0.00	110.00	
INV-0001	INV-0001	123ABC	14 Aug 2016	21 Aug 2016	203 days		0.00	110.00	

3. Click on the customer name next to 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

The screenshot shows the Xero Invoice INV-0003 page. The 'Awaiting Payment' status is shown. The 'Receive a payment' section is highlighted with a red box, showing the 'Add Payment' button.

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount AUD
	Employee Computer Training	1.00	522.00		Sales	GST on Income	522.00
Subtotal							522.00
Total GST 10%							52.20
<b>TOTAL</b>							<b>574.20</b>

Receive a payment

Amount Paid	Date Paid	Paid To	Reference
574.20	19 Nov 2016	NAB Chq Account	INV-0003

Add Payment

6. Click on Add Payment