



Xero 'How-to' Guide

WHAT THE DIFFERENT TABS MEAN WITHIN THE BANK

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Reconcile

- These are all of the unreconciled transactions within the bank account.
- Click on this tab to see them and be able to reconcile invoices and bills to the separate transactions within the bank

Cash coding – (Mainly used for businesses who don't enter invoices onto Xero)

- This again shows you all unreconciled transactions with in the bank but allows you to bulk reconcile.
- You are able to sort the transactions by payee, reference, description or amount to help group together similar transactions.
- If you have a certain supplier that is always codes to the same account
 - Click the tick on the left hand side of all of the relevant transactions

Date	Payee	Reference	Description	Account	Tax Rate	Region	Spent	Received
20 Jan 2019	City Limousines		0017-Pax				100.00	
20 Jan 2019	Jakaranda Maple Systems		DEPOSIT ADV					2,000.00
20 Jan 2019	SMART Agency		0195 0210				4,500.00	
30 Jan 2019	RidgeWay Banking Corporation		Fee				15.00	
30 Jan 2019	Cooper Street Bakery		BN				15.75	
<input checked="" type="checkbox"/>	31 Jan 2019	T.Eleven	Mac corner store		20% (VAT on Expenses)		15.50	
<input type="checkbox"/>	1 Feb 2019	Swanston Security					59.55	
<input type="checkbox"/>	1 Feb 2019	Cooper Street Bakery					11.90	
<input type="checkbox"/>	2 Feb 2019	Central City Parking					12.00	
<input type="checkbox"/>	2 Feb 2019	Whitouts					29.80	
<input type="checkbox"/>	2 Feb 2019	e-Bank Dep						1,000.00
<input type="checkbox"/>	3 Feb 2019	Central City Parking					12.00	
<input type="checkbox"/>	3 Feb 2019	ACL Conferences	Reg 8018922				85.00	
<input type="checkbox"/>	3 Feb 2019	New World					34.60	
<input type="checkbox"/>	4 Feb 2019	e-Bank Dep						1,500.00
<input type="checkbox"/>	4 Feb 2019	Majestic Contracting	Suber RM0201					490.00
<input type="checkbox"/>	4 Feb 2019	Central City Parking					12.00	
<input type="checkbox"/>	5 Feb 2019	Central City Parking					12.00	
<input type="checkbox"/>	5 Feb 2019	Parkside Kiosk					14.30	
<input type="checkbox"/>	6 Feb 2019	RidgeWay Banking Corporation	Fee				15.00	
<input type="checkbox"/>	6 Feb 2019	Parkside Kiosk					10.50	
<input type="checkbox"/>	6 Feb 2019	Central City Parking					12.00	
<input checked="" type="checkbox"/>	6 Feb 2019	T.Eleven	Mac corner store		20% (VAT on Expenses)		15.50	
<input type="checkbox"/>	6 Feb 2019	e-Bank Dep						200.00

- type into the accounts column the correct account from your chart of accounts

Date	Payee	Reference	Description	Account	Tax Rate	Region	Spent	Received
29 Jan 2019	City Limousines		0017-Pax				100.00	
29 Jan 2019	Jakaranda Maple Systems		DEPOSIT ADV					2,000.00
29 Jan 2019	SMART Agency		0195 0210				4,500.00	
30 Jan 2019	RidgeWay Banking Corporation		Fee				15.00	
30 Jan 2019	Cooper Street Bakery		BN				15.75	
<input checked="" type="checkbox"/>	31 Jan 2019	T.Eleven	Mac corner store	429 - General Expenses	20% (VAT on Expenses)		15.50	
<input type="checkbox"/>	1 Feb 2019	Swanston Security					59.55	
<input type="checkbox"/>	1 Feb 2019	Cooper Street Bakery					11.90	
<input type="checkbox"/>	2 Feb 2019	Central City Parking					12.00	
<input type="checkbox"/>	2 Feb 2019	Whitouts					29.80	
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<input checked="" type="checkbox"/>	6 Feb 2019	T.Eleven	Mac corner store		20% (VAT on Expenses)		15.50	
<input type="checkbox"/>	6 Feb 2019	e-Bank Dep						200.00

- it will then auto populate into all of the highlighted rows
- Then click save and reconcile selected

- As noted above this should only really be used by businesses who don't enter invoices on to Xero or for transactions that wouldn't have an invoice e.g wages & bank fees.

Bank Statement

- This tab should mirror your bank statement and the balance should match at the end of any day/month.

Accounts transactions

- This tab will show you all your reconciled transactions from the bank, any invoices that have been marked as paid to the bank but not reconciled and any transfers that have been put to the accounts but not reconciled yet.

If everything in the bank is reconciled and up to date the bank balance and accounts transactions balance (same as balance per Xero) should match.

Need more help? Call us. You don't have to be a client of ours.

P: 01326 660022

E: hello@thepeloton.co.uk

T: @peloton_the