



Introduction

To allow you to make a quick start with Xero we have developed this guide which provides lots of relevant information all in one place in a clickable PDF format.

What can Xero do for you?

There are many advantages to choosing Xero as your preferred book-keeping software. Firstly, Xero has an app that allows you to invoice as soon as you have completed a job. This means that your customers receive the invoice quicker, you get paid quicker and will also not end up having a pile of invoices waiting to be done at the end of the month, whilst trying to remember what materials etc was used for each job.

Xero, as a cloud software, allows you to access your book-keeping on the go. It clearly shows who you owe money to and who still owes you money when you log on to the dashboard, as it automatically moves overdue invoices into the period they became outstanding. You can email your customers with the invoice and attach bank details, allowing them to click on the invoice and pay you directly to your bank.

R A Clement Associates can help as much or little as you like, with us carrying out the book-keeping on your behalf, or just providing assistance as required. We can use 'Team viewer' which allows us to see what you are seeing on your screen, enabling us to assist you no matter where you are.

Getting started on Xero

It is best to familiarise yourself with Xero before getting started. In order to do this, Xero allows you to trial the software for 30 days before signing up, giving you the chance to try before you sign up. In order to sign up for the 30 day free trial, follow the link <https://www.xero.com/uk/signup/>

- A guide of the Xero dashboard is available [here](#)
- A video tour of the Xero dashboard: [here](#)

Once your trial has expired, you will have the option to subscribe to paying monthly for Xero. There are currently 3 levels of package offered by Xero, and the package you choose will depend on what you require from the book-keeping software. For many clients, the standard package will be sufficient, with the Premium package only being required for those that need to invoice and deal with more than one currency.

<p>Starter</p> <p>£10 / mo</p>	<p>Standard</p> <p>£22 / mo</p>	<p>Premium</p> <p>£27.50 / mo</p>
<p>Send 5 invoices and quotes</p> <p>Enter 5 bills</p> <p>Reconcile 20 bank transactions</p> <p>Manage and submit VAT online</p> <p>Handle multiple currencies</p> <p>Payroll: Add up to 5 payroll employees for free for 6 months (£5/mo thereafter), plus £1/mo for each additional person, to a max of 200</p> <p>Projects: First month free for any number of users (£5/user/mo thereafter), plus £5 for each additional active user / month.</p> <p>Buy now</p> <p>Try Xero for free</p>	<p>Send invoices and quotes</p> <p>Enter bills</p> <p>Reconcile bank transactions</p> <p>Manage and submit VAT online</p> <p>Handle multiple currencies</p> <p>Payroll: Add up to 5 payroll employees for free for 6 months (£5/mo thereafter), plus £1/mo for each additional person, to a max of 200</p> <p>Projects: First month free for any number of users (£5/user/mo thereafter), plus £5 for each additional active user / month.</p> <p>Buy now</p> <p>Try Xero for free</p>	<p>Send invoices and quotes</p> <p>Enter bills</p> <p>Reconcile bank transactions</p> <p>Manage and submit VAT online</p> <p>Handle multiple currencies</p> <p>Payroll: Add up to 5 payroll employees for free for 6 months (£5/mo thereafter), plus £1/mo for each additional person, to a max of 200</p> <p>Projects: First month free for any number of users (£5/user/mo thereafter), plus £5 for each additional active user / month.</p> <p>Buy now</p> <p>Try Xero for free</p>

Setting up your business on Xero

You can add as many organisations to Xero as you like.

To start, head to [add organisation](#) on Xero's help centre where there is a step-by-step on how to set up your basic business details. Remember to enter your VAT details if you are VAT registered.

If you want to add further information about your organisation, this can be done in Settings> General Settings>Organisation Settings. A detailed description on completing this can be found [here](#).

Inviting your Accountant

Once the organisation is set up, you should invite us as an accountant as this allows us to have access to your accounts, allowing us to assist if there is an area that you are not sure of or to check if you have entered a transaction correctly. This can be done using the email 'xero@raclement.co.uk'.

VAT

The following [link](#) shows you how to manage your VAT settings, handle your day-to-day VAT and understand the various VAT reports available to you on Xero. You should ensure that the correct basis for preparation is included in your VAT settings, ie. Flat rate, cash or accruals basis. If you require assistance with setting this up, please get in touch.

Connect your bank account to Xero

You can create a bank feed that automatically loads your bank statements into Xero to save you manually keying in each transaction, saving your time with Bookkeeping and bank reconciliation.

Version 1.3

In order to set up a bank account, go to Xero > Bank Account. On this page you will be able to add your bank account. Depending on who you bank with, you can either set up a direct feed from your bank or apply the statements manually. Once you key in your banking provider, Xero will guide the way. The following [video](#) gives you an easy straightforward guide to connecting your bank account to Xero. Currently Bank of Scotland and Clydesdale banks do not allow for direct feeds, but you can still use Xero, as the software allows you to import a csv download from your online bank, letting you view and reconcile your bank in the same way. Importing a csv is shown in the following link: https://help.xero.com/uk/BankAccounts_Details_ImportTransCSV.

Adding a purchase invoice (Bill)

To [add an invoice](#) from a supplier, select Account (top left)> Purchases > New. As you key in the supplier, you can either select from previous suppliers or create a new one.

You can also [manage bills and purchases](#) from the Xero dashboard.

For more detailed information, follow this [guide](#) on keying invoices.

Adding a sales invoice

Xero allows you to invoice your customers directly through email, with the function to pay immediately. [Invoicing a customer](#) is easy and you can edit the invoice layout and style.

Billable expense

Billable expenses allows you to recover costs that you have been charged for by assigning them to a customer. You can do this while [adding a bill](#), assigning all or part of a purchase invoice to a customer. When you later come to invoice the customer, you have the option of adding the expenses on.

Setting up nominal codes

In Xero, the nominal codes are held in the [Chart of Accounts](#). Xero assigns you a default list of codes that you can [add to](#), [delete](#) or [edit](#) to suit your business. Alternatively, if you wish to import your own chart of accounts used in a previous accounting system, follow the link in the table below.

Converting to Xero from your old accounting system

Xero allows you to convert important data from your old accounting software to Xero to allow for a seamless transition to your new accounting software. Xero provides you with a template to import your organisation's information. This [overview](#) explains how it all works.

Below are links to importing various data sets – if you are unsure about what you need to import please don't hesitate to speak to your accountant.

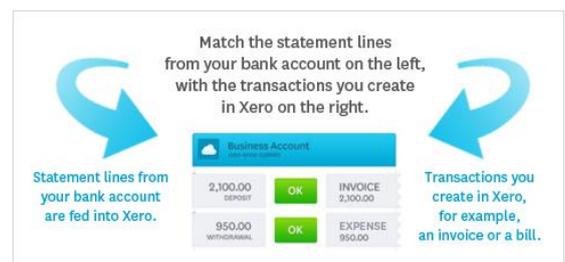
Bank statements

[Import a bank statement](#)

Bills and credit notes	Import bills and credit notes
Budget	Import budget
Chart of accounts	Import a COA
Contacts	Import contacts
Fixed assets	Import fixed assets
Inventory items	Import inventory items
Invoices and credit notes	Import invoices and credit notes
Manual journals	Import manual journals
Paypal statements	Import PayPal CSV

Bank Reconciliation

Once you have imported your bank feed and keyed your outstanding invoices, you can reconcile your bank. The following [link](#) talks you through the steps to successful bank reconciliation. Xero has system of [auto suggestions](#), [cash coding](#) and [bank rules](#) to allow for more efficient bank reconciliation.



Construction Industry Scheme (For Contractors and sub-contractors only)

Xero has a function that allows you to prepare CIS statements. Once this function is turned on, it cannot be turned back off. [Enabling CIS](#) will allow you access to CIS system accounts and reports. If the full CIS version of Xero is not necessary for your business, please contact us for an alternative way to deal with CIS.

Getting Help

When you need help on Xero or you are not sure how to do something, the best place to start is the [Xero Business Help Centre](#). From here you can access step-by-steps on every area of Xero, simply click on the quick links or start from the search bar.

[Xero TV](#) provides you with easy and straightforward videos on the basics of Xero - down the left hand side the "How-to" and "Xero 101" sections are a good starting point.

Remember to invite RA Clement as an accountant to your Xero account using xero@raclement.co.uk to allow us to help you wherever you are.

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