



This document will be emailed to each Parish with access to your Xero file so you can use the links to access the Xero Help Centre directly.

Xero Initial Training

This training document is purposefully not going to include lots of text but it is going to include lots of links to the Xero help Centre. The reason for this is that Xero provides free help in the help centre and it is the best we have ever seen! Very rarely can you not find the answer to a Xero question in the help centre. On the rare occasion you can't you can email Xero support from the help centre or for a parish specific question email xero@presbyterian.org.nz - we are here to help.



Getting Started

When you first open your Xero file you will see a green getting started box at the top of the screen (see box below). Click on each of the links (when you have logged into Xero) and watch the short video clips which will give you a good overview of the features and what to do first.

DO NOT SKIP THIS STEP it really will get your going!

Now you are ready to start using Xero on a regular basis to record and report on normal business transactions. There is [full online help](#) and tips on each screen in Xero if you need it. It's really up to you what you do next.

- [Watch the Getting Started tour.](#)
- [Add accounts receivable and accounts payable invoices, bank transactions and expense claims.](#)
- [Set up repeating invoices for those invoices you regularly send or receive.](#)
- [Add to Contacts](#) the people you regularly transact with.
- [Invite other users](#) such as your accountant or financial adviser to access your organisation.

As part of the Xero set up you will already have

- The Parish Chart of Accounts which drives the report pack for your year end accounts. You can edit the description of any code without affecting the reports but adding new codes will require checking that the correct reporting code is associated with that account code (this will be covered in the annual accounts training document). We suggest that in most cases changing the description of another code in the same area that you don't need is the best method.

Here is the link if you would like to add or edit codes

https://help.xero.com/nz/#Settings_ChartofAccounts

- Bank feeds – A copy of your bank transactions will be dropping into Xero every night ready for you to code.

You will need to set up

- Parish details such as address http://help.xero.com/nz/#Settings_OrgSettings
- Tracking categories – this is optional but if you want to produce separate reports for particular activities such as operation of an Op Shop or an education programme then this is a useful tool http://help.xero.com/nz/#Settings_Tracking

Opening Balances

When we receive your conversion form we will email you about the best way to send us the information we need, we want to make this as easy as possible for you.

If you are converting from another accounting system we will help you do this so this stage should all be completed by the time you read this document. If not contact xero@presbyterian.org.nz

If you want to start Xero from the beginning of the financial year (this is the recommended method if you were not using an accounting system previously) then you can

- Import bank statements from the 1 April until the date the bank feeds started http://help.xero.com/nz/#BankAccounts_Details_ImportTrans if your centre does not have internet banking access then contact us at xero@presbyterian.org.nz and we can help you manually enter the transactions from your bank statements.

Invoicing

To invoice for goods or services provided by the Parish there are a few setup matters to attend to before you start. Then follow the instructions to enter invoices.

You will need to enter your Parish details to appear on your customer invoices and upload a logo if required. This is in the settings tab under general setting, invoice branding

http://help.xero.com/nz/#Settings_InvoiceSettings

<http://help.xero.com/nz/#InvoicingMain>

Entering Supplier Bills

To enter supplier bills for accounts you are going to pay at a later date (not recurring regular payments) go to the purchases dashboard and enter each bill. The instructions are

http://help.xero.com/nz/#Payments_AP

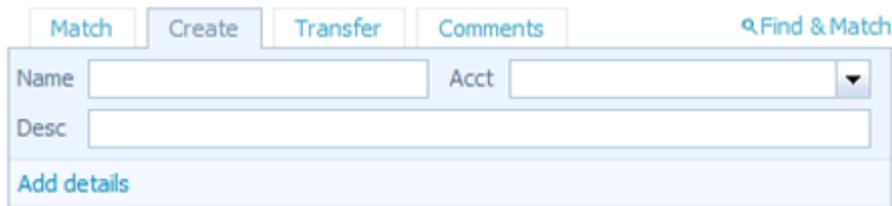
Jump right in

Your ready to reconcile your bank transactions , from the dashboard click the blue reconcile items button and use one of the following methods

- Bank rules http://help.xero.com/nz/#BankAccounts_Details_BankRules Use this option as often as you can as this saves lots of time in the following months when a similar transaction comes up again. Suitable for regular monthly payments that you make by direct debit such as power and telephone charges.
- Find a match – this is when you want to apply a receipt to an invoice you have raised or a payment to a supplier invoice for those items paid on the 20th of the following month for example.
[http://help.xero.com/nz/#BankAccounts_Details_Reconciliation\\$BK_BankRec_Match](http://help.xero.com/nz/#BankAccounts_Details_Reconciliation$BK_BankRec_Match)
- Transfer tab – for transfers between your own bank accounts
http://help.xero.com/nz/#Payments_BankAccounts_TransferMoney
- Create tab

Create tab: create a spend or receive money transaction when there is none

If Xero can't find a match or it doesn't create a suggestion, it will leave the statement line unmatched ready for you to create or find a transaction to match to.

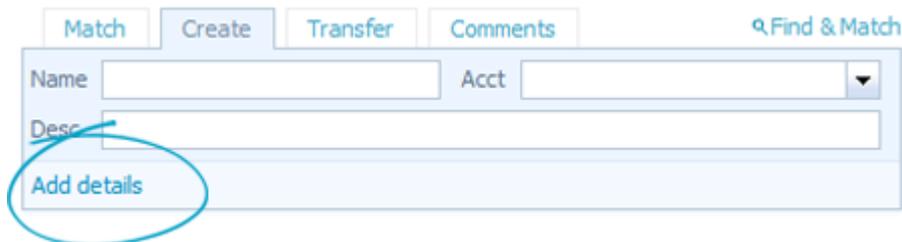


The screenshot shows the Xero reconciliation interface with the 'Create' tab selected. The form contains the following elements: a 'Match' tab, a 'Create' tab (which is active), a 'Transfer' tab, and a 'Comments' tab. To the right is a 'Find & Match' button with a magnifying glass icon. Below the tabs are three input fields: 'Name', 'Acct' (with a dropdown arrow), and 'Desc'. At the bottom of the form is a blue button labeled 'Add details'.

Create a Xero spend or receive money transaction quickly by adding contact name, account and description under the Create tab.

If you enter a name that does not already exist as a contact, Xero will create a new contact.

Select **Add Details** to enter a full spend or receive money transaction within the bank reconciliation process. Use this when you need to add more lines to code the transaction to more than one place for example membership subscriptions and CBE class fees received in the same deposit.



This screenshot is identical to the one above, showing the Xero reconciliation interface with the 'Create' tab selected. The 'Add details' button at the bottom of the form is circled in blue.

[You'll be taken to the Find & Match screen to enter your transaction.](#)

If you want to see the full help on bank reconciliations
http://help.xero.com/nz/#BankAccounts_Details_Reconciliation

Fixed Assets

Fixed assets such as equipment that cost over \$500 you will want to enter onto the fixed asset schedule as you go during the year. If you had assets at your conversion date we will have entered them as part of the conversion process.

The instructions are here http://help.xero.com/nz/#FixedAssets_All

This topic is also covered in the Annual Accounts training document

Parish Reporting

Once you have reconciled all your bank transactions and entered all your invoices for the month then you are ready to run reports.

1. Reporting in general on Xero

http://help.xero.com/nz/#Report_Common

There are a wide variety of performance, cash, position and detail reports from the all reports menu.

2. Parish Reports

We would suggest the two reports in the interim report pack be distributed for each parish meeting. This is the Statement of Financial Performance and Statement of Financial Position. If there is a requirement to also see a list of payments for the period the Expenses by Contact Report would be useful.

From the Advsior Tab at the top of the screen select All Advsior Report Packs and the Report Pack called "Interim Report" you can click the star to the left of the title to make it blue which will then show the report on your favourites list.

When the report opens select the compare periods tab to select the correct time period and update. The Statement of Financial Performance (or Profit & Loss as you may be more familiar with) can be run across different time periods, compared to previous periods or budget. Detailed instructions here [https://help.xero.com/nz/#Report_ProfitAndLoss\\$BK_RunReport](https://help.xero.com/nz/#Report_ProfitAndLoss$BK_RunReport)

The second tab shows the Statement of Financial Position (or Balance Sheet) can also be run with comparatives to different months, last year or last end of year.
[https://help.xero.com/nz/#Report_BalanceSheet\\$BK_RunReport](https://help.xero.com/nz/#Report_BalanceSheet$BK_RunReport)

To enter a Parish budget into Xero please follow the instructions in the Help Centre
https://help.xero.com/nz/#Accounts_Budget

If there is one particular income or expense code which looks unusual for the period and you would like to include the detail of this in the report click on the blue \$ value which will open a transaction listing for the period, then click the blue button at the bottom of the page to add it to the report.

Alternatively if you click on the description of the line item it will open a report showing the period balances by month for this account with a line graph showing the trend at the top of the page.

3. Annual Accounts

This is the subject of a separate document but you can access the Parish Annual Report pack for Parishes from the advisor tab under All Advisor Report Packs. An example of these reports is in the Xero for Parishes document.