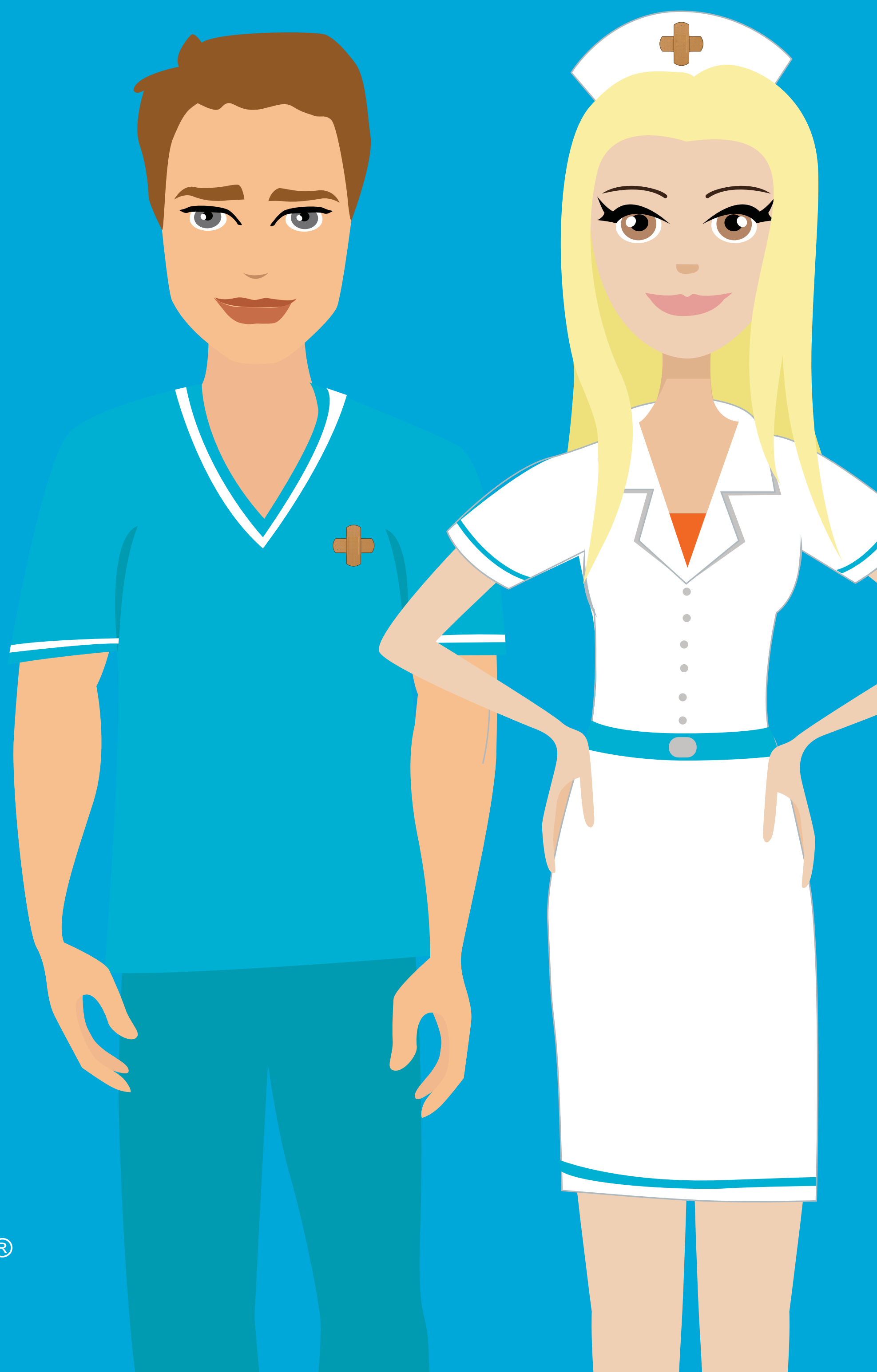
The Training Manual



NUMBER NURSES®

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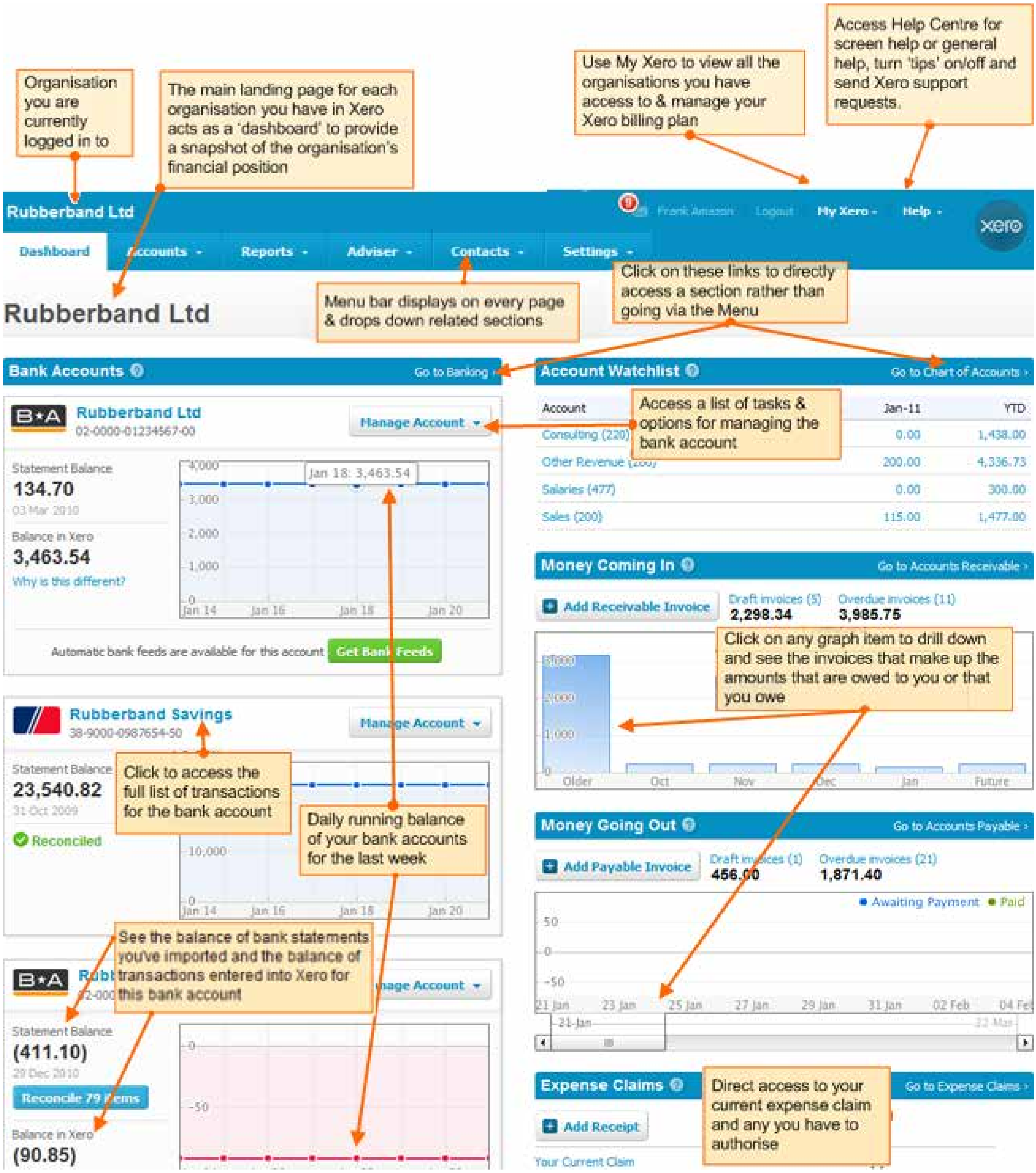
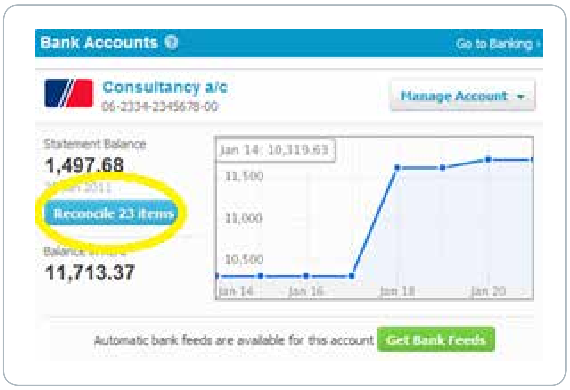
1. Xero Dashboard

The Dashboard is the main page in Xero and provides a quick overview of your business. Depending on your User authority level, what is available to you in Xero varies. You can set these levels up under Settings.

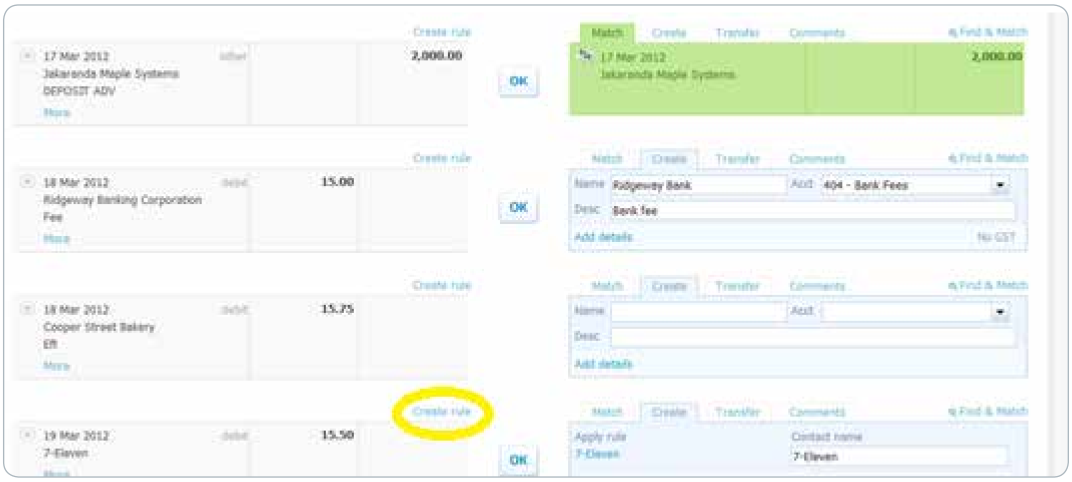


2. Reconciliation



If you have transcations waiting to be reconciled in Xero, click on the blue "Reconcile Items" button on the dashboard.

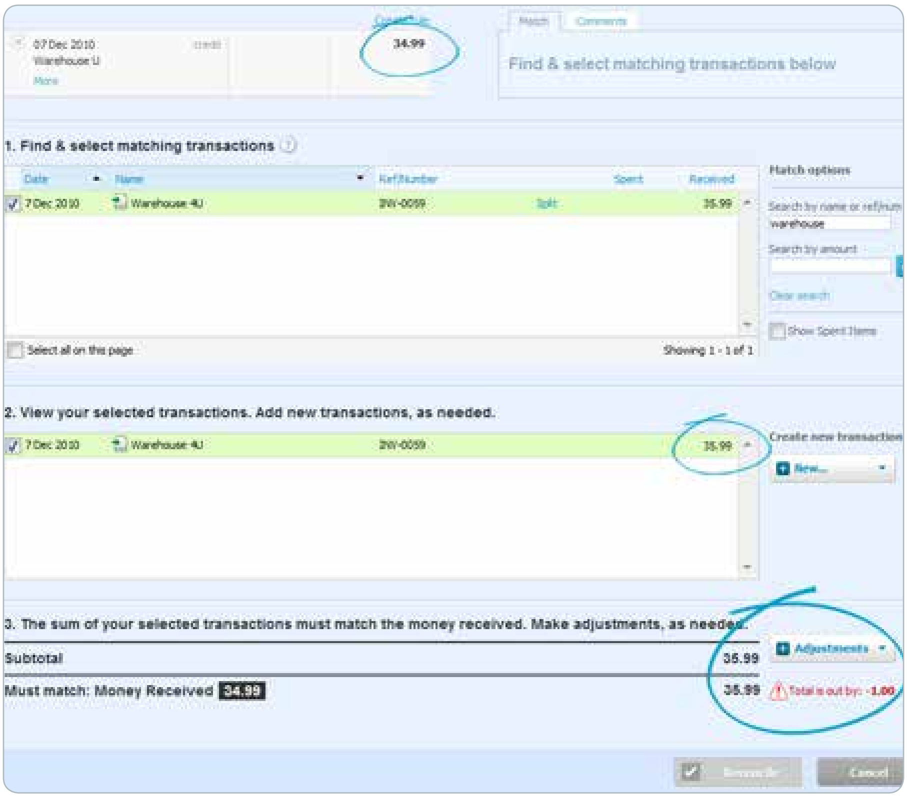
1. When Xero matches a transaction with an invoice in Xero, it will show under the Match tab in green. To reconcile this, click OK. See this in the first line shown below.
2. If Xero can't find a match, it will suggest a best guess transaction based on previously reconciled transactions with similar details. See this example in the second line shown below.



3. If Xero can't find a match or a suggestion, it will leave the statement line unmatched. Code the transaction under the Create tab and Xero will remember it for next time. See this example in the third line shown above.
4. You can create rules in Xero to recognise and automatically code common cash transactions. These can be set up by clicking on the blue 'create rule' link shown above each transaction line. See this example in the last line shown above.

2a. Adjustments

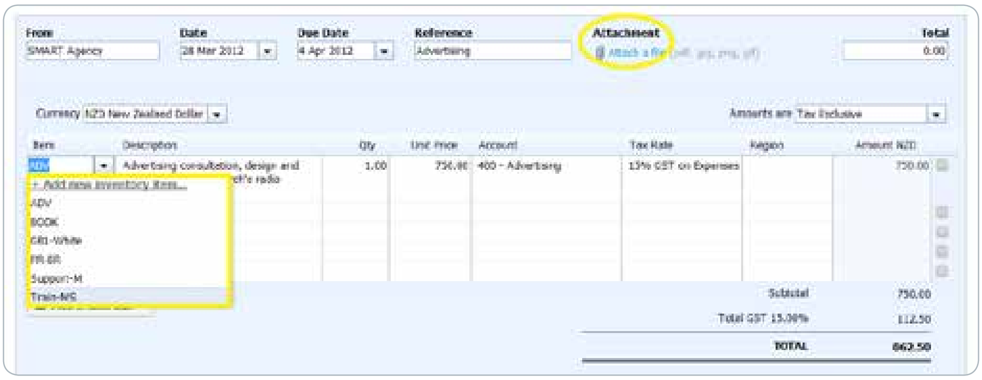
This feature can be used when a transaction line does not quite match the correct invoice amount. This can often be the case with cash rounding or minor typing errors. Xero allows you to enter an adjustment to make up the difference.



1. Select the Find and Match button next to the relevant transaction line.
2. Tick the Invoice you want to match the transaction against.
3. Select the Adjustment button and choose Minor Adjustment.
4. Enter in the difference in the Adjustment box and then select Reconcile.

3. Invoicing 'Bills'

Add a bill invoice from the Dashboard, Accounts Payable section or directly from one of your suppliers from their Contact Details screen.



Features to note:

- Reference This is optional. You could use this for Reference, Customer or Purchase numbers.
- Item If you have predetermined items in Xero, these will appear under the item box for you to select. If you are invoicing a new item, you have the opportunity to add it in for the future at this point too.
- Attach a file Xero allows you to upload the paper invoice as an attachment so you have an electronic copy in the same place.

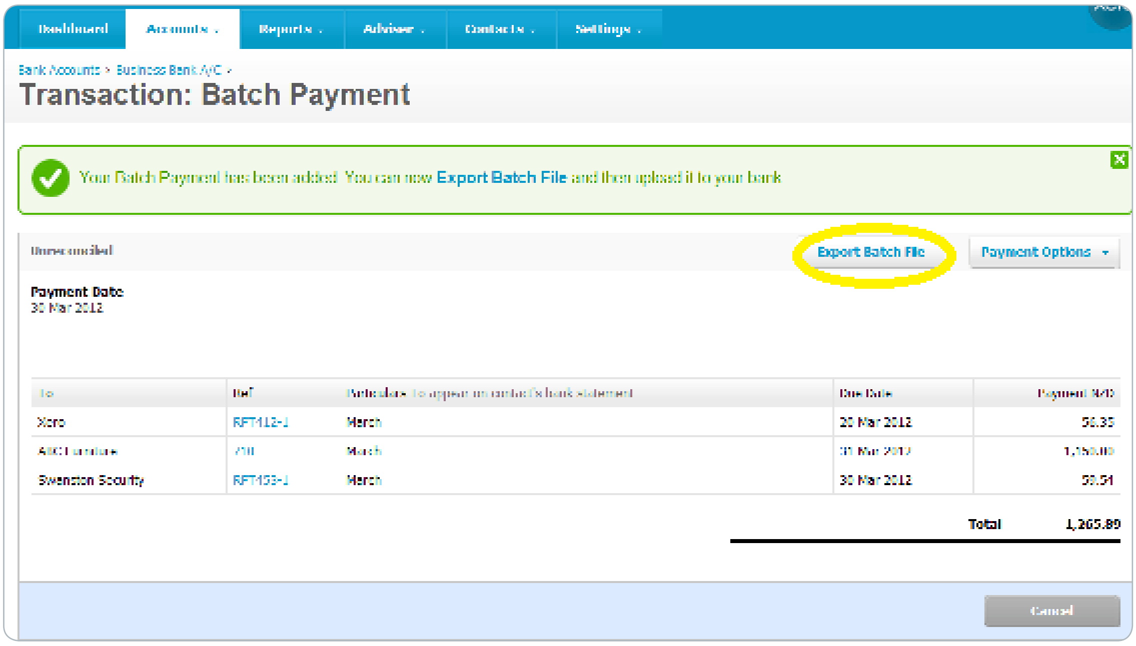
After completing an invoice you have a few options:

- Save The invoice will be stored as a Draft and will require approval.
- Approve The invoice will be stored in Xero awaiting payment. If needed, it can still be edited at this point by selecting invoice options then edit.
- Approve and add another This is a handy feature if you are entering multiple invoices at once.
- Repeat Invoice For regular monthly bills you receive, you can pre-set invoices to generate automatically on a repeated basis. After approving the invoice, click on Invoice Options then select Repeat.

3a. Batch Payments

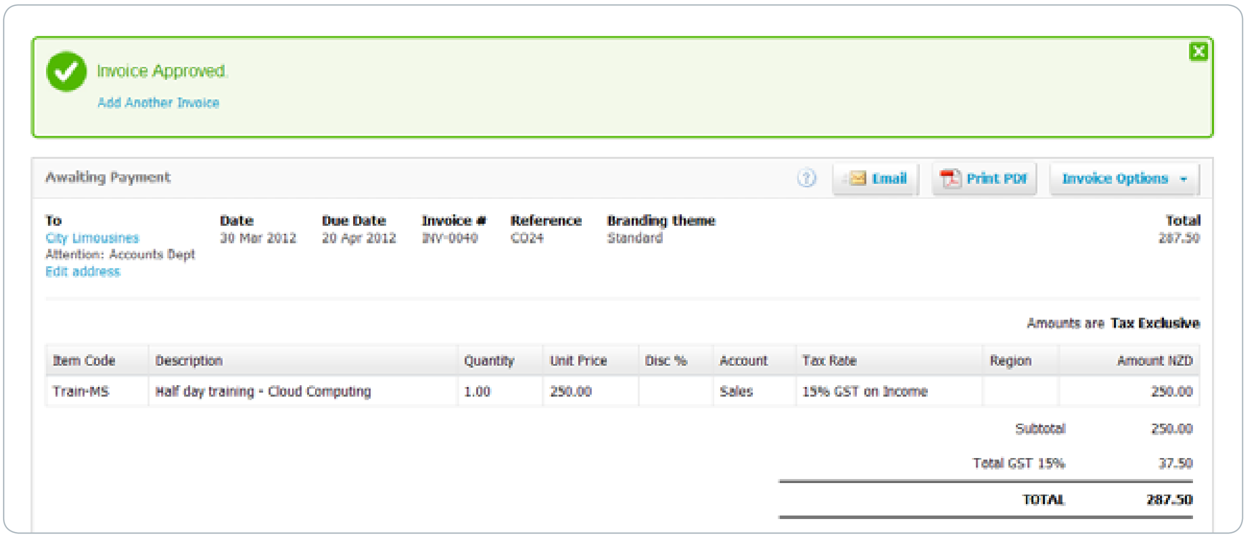
A batch payment lets you bundle a number of Xero invoices together into one transaction for payment, from the Accounts Payable menu. Once you've batched your payments, you can export the file and upload it into your online banking or other payment service. Your bank processes the file and pays the invoices in the batch.

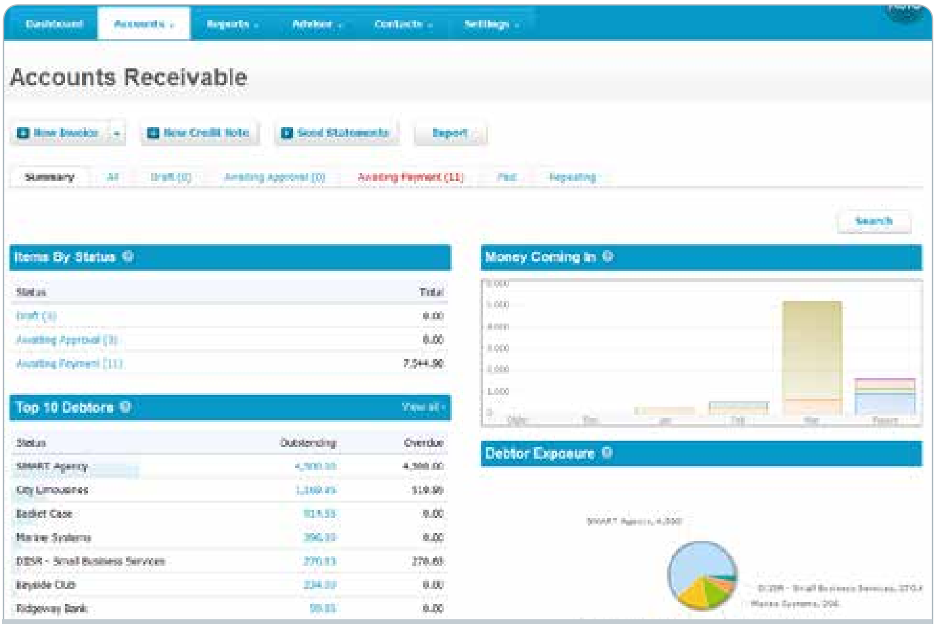
1. Go to the Accounts tab, then Accounts Payable, then Awaiting Payment. Find and tick the invoices you want to include in the batch payment.
2. Select the Batch Payment Button, then OK to confirm.
3. Enter the Payment Date and from which Bank account you would like the payment to be made from. You have the option to add your Particulars, Code and Reference at this point if you would like.
4. Add payment details for each invoice. You are able to edit the amount to be paid in the Payment Column.
5. Once completed, select Make Payments. Export this file from Xero and upload it into your online banking to complete payment.
6. Once payment is paid, Xero reconciles each separate invoice at once and displays this as Payment: Multiple items.



4. Invoicing 'Sales'

Creating sales invoicing is very similar to Bills. Add an invoice from the Dashboard, Accounts Receivable tab or directly from one of your customers from their Contact Details screen. When the payment is received into your bank account, Xero will match the transaction with the appropriate invoice.



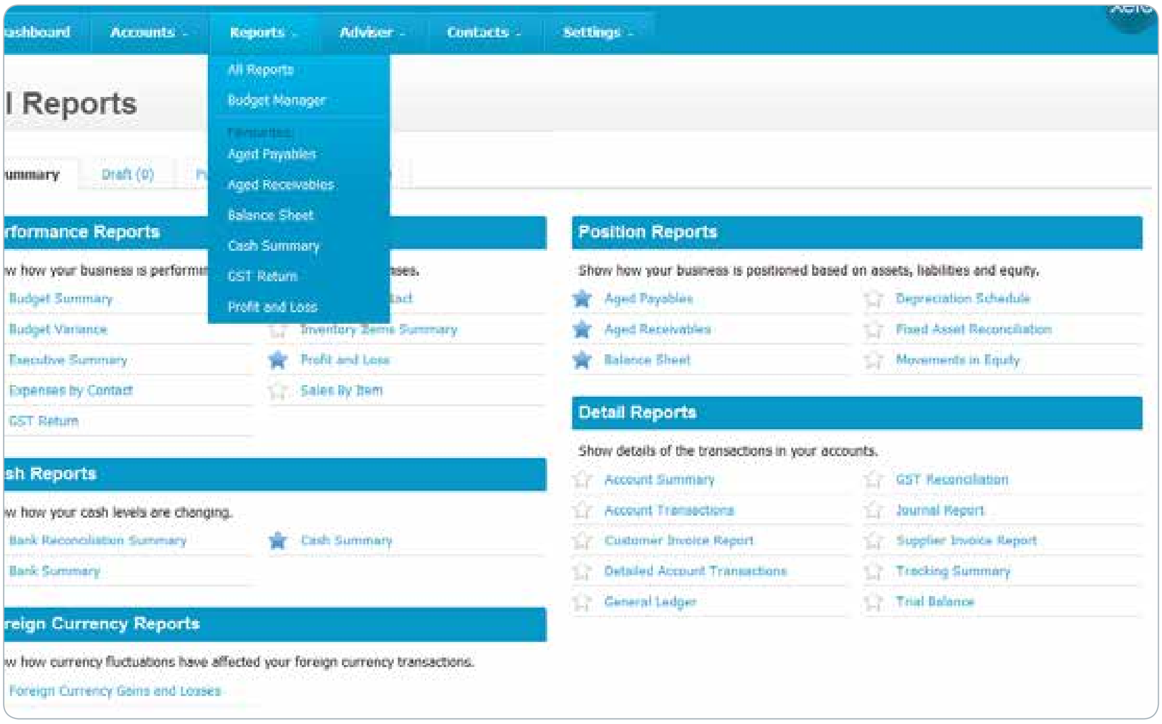


Accounts receivable Summary Page

The Accounts Receivable summary provides an overview of the people that owe you money from invoices. It lets you track and manage this clearly through graphs, tabs for invoices in different statuses, statements and a search feature.

5. Reporting

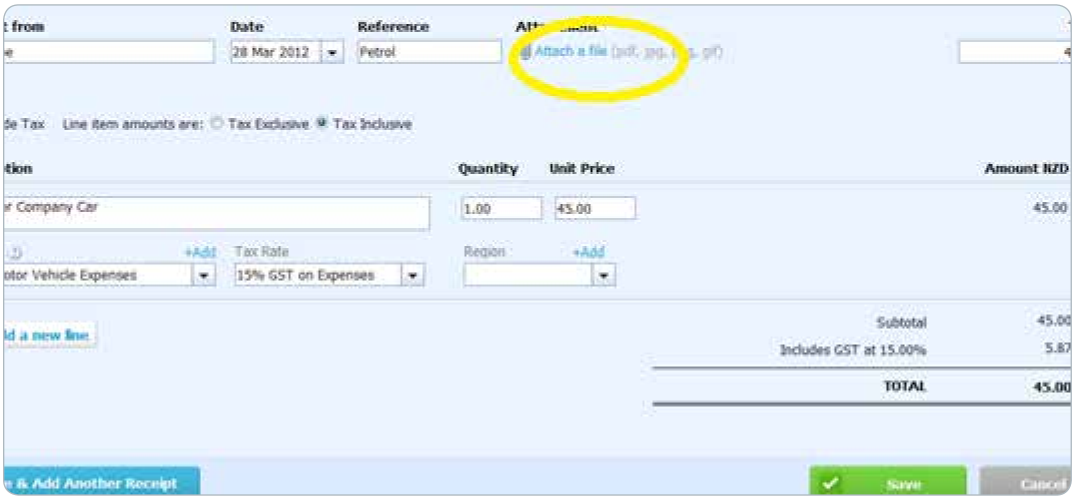
Use the Report Centre to generate and view interactive reports in real-time. Pick your favourites and select them as favourites to show in the dropdown Report menu.



6. Expense Claims

Expense claims should be used where personal funds have been used to pay for something for the business.

From the Dashboard, select Add Receipt to enter a new expense claim.



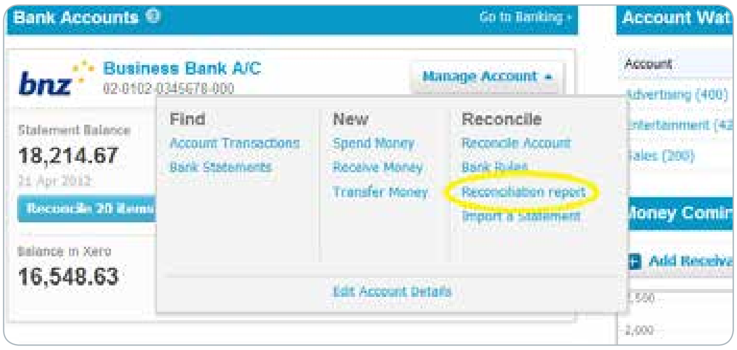
- Attach the receipt: You can attach the actual receipt to an expense claim through the Attach a file button circled above.
- Approving the claim: Once saved, the claim can be submitted for approval or approved directly, depending on the user's level of authority.
- Paying the Claim: If the claim is to be paid back to your employee or yourself as cash, enter the amount of the payment onto the claim (this can even be a part payment) and make the online or cash payment to that person.
- Reconciling the Claim: If you have repaid the claim from a business account that is in Xero, you can reconcile the transaction when it comes through bank.

7. GST Returns

If you are filing your own GST using Xero, there are a few steps to follow each period.

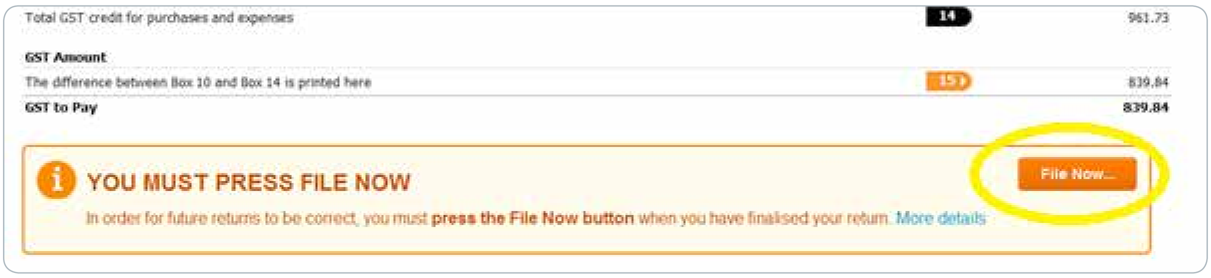
Step One - Check that:

- All your bank accounts in Xero have been fully reconciled for that time period.
- No transactions are in suspense. All unknown transactions need to be dealt with.
- The amounts showing in your accounts receivables and payables are accurate.
- Your Reconciliation Report to review your coding for the period. This can be found under the Manage Account button against each bank account in Xero.



Step Two - Prepare your GST Return:

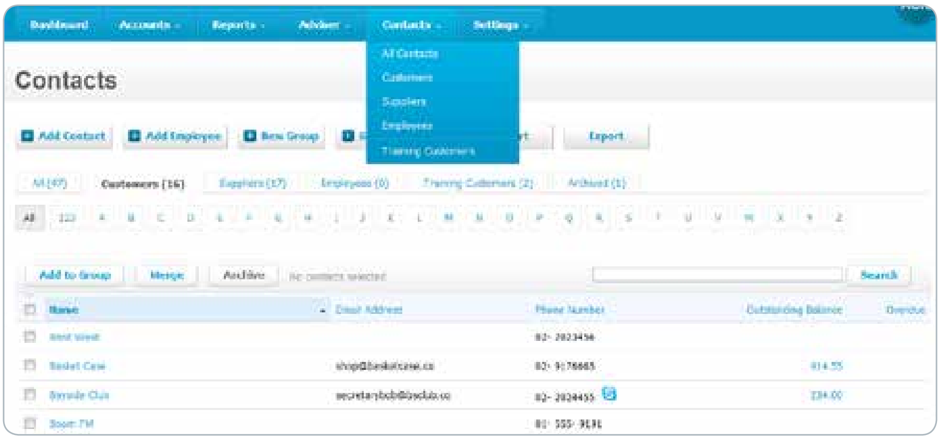
- Go to Reports along the top menu bar, then select GST Return. Select the period covered by the return you want to complete and click update.
- Copy the Values from Xero into the IRD GST Return following the instructions on their website.
- Once completed, you must file your return in Xero by clicking the orange File Now button. This takes a snapshot of your GST Return and associated reports for future reference.



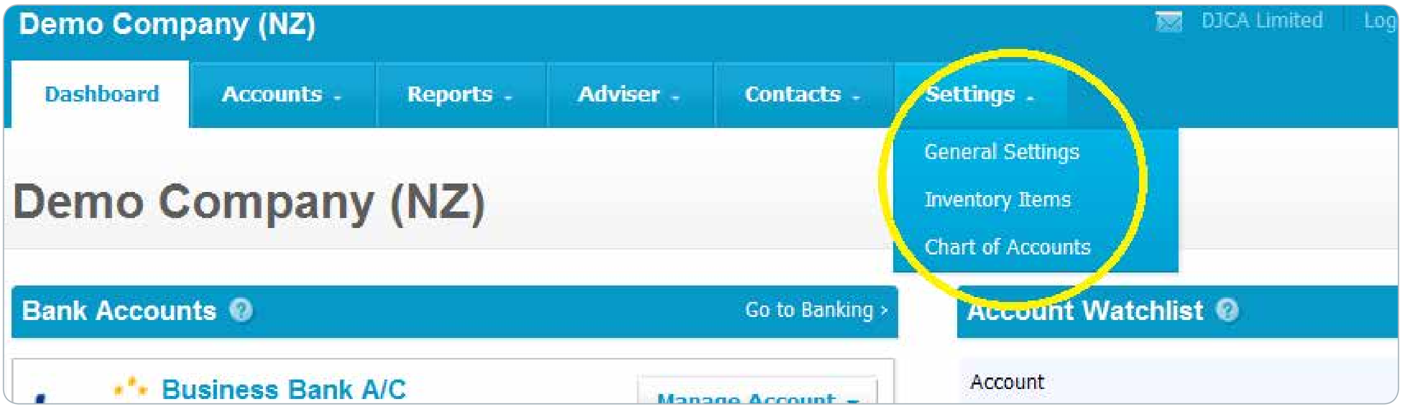
- **Your GST Return is complete!**

8. Contacts

Contacts are all the individuals or organisations you do business with in Xero by creating invoices or entering transactions and receipts against their names. Their information is stored here.



9. Settings



General Settings: These cover the main settings of your Xero ledger and include Invoice Layout, Users, Organisational and Finanical settings.

Inventory items: These are the Items you sell and buy that have been preloaded into Xero or an add-on system like Cin7. You can add, delete or edit these here.

Chart of Accounts: This is the list of accounts that every transaction you enter into Xero is coded to. You can add, delete or edit these accounts here.

10. Data Entry Shortcuts

When entering data for a transaction (for example, invoice, journal etc.), you can type the following letters or numbers and then press Tab to generate the appropriate date:

t = today leaving field blank also defaults to today's date

tom = tomorrow

yes = yesterday

last w = last week (7 days ago)

next w = next week (7 days from today)

date/first three letters of month (e.g. 1/oct = 1 October) = That date and month of the current year will display.

+[n] = a date that is a specified number of days [n] from today's date (e.g. today is 3 Mar 2010 so +10 would automatically enter 13 Mar 2010). This one's especially useful for calculating the due date for your customer invoices if you always require payment in 7, 21 or 30 days.

-[n] = number of days [n] prior to date's date

+[n] week = number of weeks [n] from today's date

-[n] week = number of weeks [n] prior to today's date

[n] year = number of years [n] from today's date

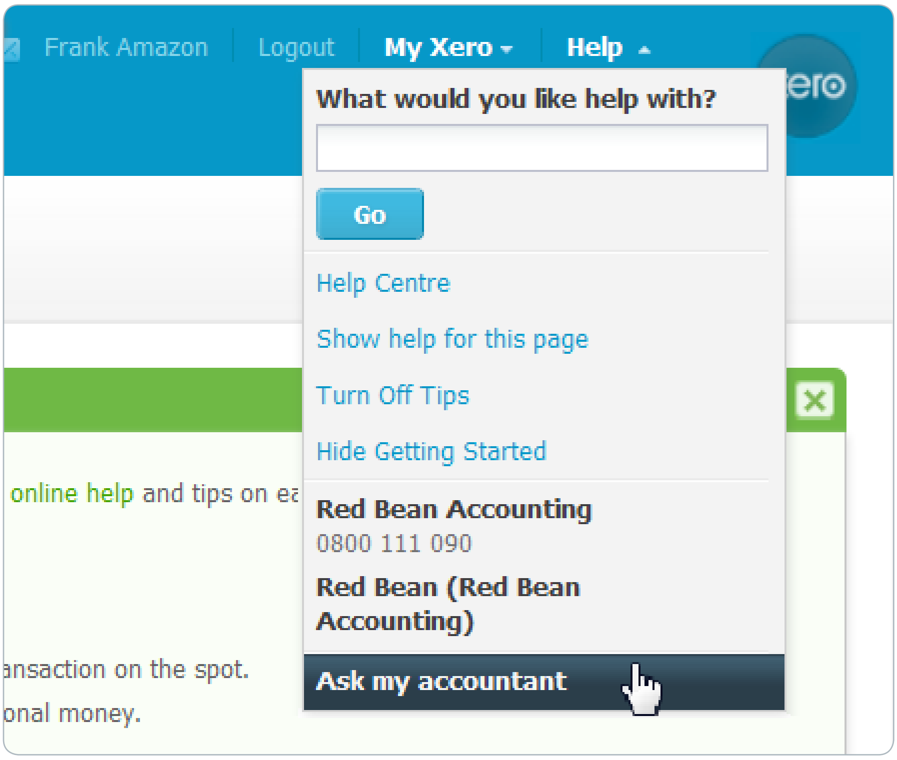
-[n] year = number of years prior to today's date

[n] = nth day of the current month (e.g. today is 13 Dec 2010, so "2" would automatically enter 2 Dec 2010)

11. Xero Help

If you get stuck or forget how a certain feature works, there are several options of help available to you.

1. In the top right of your Xero ledger you'll find help tab. This gives you access to the Help Centre, Tips and our Contact details as your advisor.
2. You can ask a question in the top bar and it will search the Xero Help Centre for answers.
3. The Help Centre is always available which has guides, videos and webinars that cover every aspect of Xero.
4. The button "Ask My Accountant" allows you to send your query directly through to us at Number Nurses® straight from your ledger.
5. Give us a call or an email and we can help you through the problem. You might even have the....



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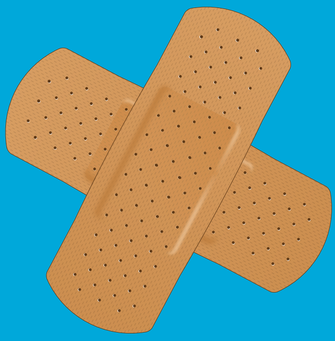

Laughter is the best medicine.