

NETBALL QUEENSLAND – GETTING STARTED

Pework

Important Tips before we get started:

1. Map existing Chart of accounts to the new standardised Netball Qld Chart of accounts.
The best practice would be to export your existing chart of accounts in to excel. Within the document allocate each item to the relevant Standardised Chart of account.
2. Contacts – Tidy up as any information converted cannot be deleted. Below is the link to the conversion template for your contacts <https://go.xero.com/Contacts/Import.aspx>
3. Print out invoices or bills (debtors or creditors) that will be outstanding prior to your starting date in Xero.

How to get started.

Please follow the links within this stepped approach

Step 1. To set up in Xero and create your account
<https://central.xero.com/s/article/Create-a-Xero-user-account>

In terms of set up, there are 3 different offerings to commence

1. 30 Day Free Trial (This will enable to set up Xero before start date but does offer limited capability)
 2. Commence with Full subscription which will provide full access.
 3. Convert from MYOB or Reckon
If you use MYOB or Reckon Xero will convert the data to Xero for free. This option isn't available for trial organisations, so you need to subscribe to take up the offer.
- Follow the steps for adding your organisation.
 - Click **Want to convert your MYOB or Reckon data for free?** or <https://jetconvert.com/>
 - After reading and accepting the terms and conditions, click **Continue**.
 - The conversion is done by JetConvert. For more details about how it works, take a look at their instructions.

Please Note: Each Association will need to pay the initial Subscription Fee. Once this is paid, please invoice Netball Qld and then attend to the transfer of the subscription.

Step 2. To increase security on your Xero Login we recommend utilising two step authentications
<https://central.xero.com/s/article/Set-up-or-disable-two-step-authentication-AU>

Step 3. Add your organisation
<https://central.xero.com/s/article/Add-another-organisation-to-Xero-AU#ConvertfromMYOBorReckon>

Step 4. Confirm your Organisations Key Settings/ Convert Chart of Accounts - Please refer to Netball Qld Chart of accounts document for the standardised Chart of accounts to be used.

<https://central.xero.com/s/article/Confirm-your-organisation-s-key-settings?userregion=true#Completecontactandotherorganisationdetails>

Step 5. Add Bank Accounts

[CONNECTING BANK ACCOUNTS](#)

Arrange with your Bank to complete all documentation required to enable the Bank Feeds of your Bank Accounts directly into Xero. Please follow the link below to access the forms/instructions from each Financial Institution

<https://central.xero.com/s/topic/0TO1N0000017kmwWAA/direct-bank-feeds-for-your-region#business>

Step 6. Import or Add Contacts

<https://central.xero.com/s/article/Import-contacts-into-Xero#3ImportyourfileintoXero>

Contacts – Tidy up as any information converted cannot be deleted. Attached is the link to the conversion template for your contacts

<https://go.xero.com/Contacts/Import.aspx>

Step 7. Enter conversion balances

<https://central.xero.com/s/article/Enter-conversion-balances#3Enteryourconversionbalances>

Step 8. Create Tracking Categories and their tracking items.

Only two Categories so for example you might call them 1) Admin and 2) Department.

Under each Category you can name up to 99 tracking items for example:-

- Under Admin you might have Admin – Club Trophy's, Admin - Sponsorship, Admin – Sat Commission or Admin – Carnival Commission
- Under Department you might have – Rep – Trophy's, Rep – State Age, Umpire – Uniform, Coach – Equipment etc

I recommend putting a description as such (Admin, Rep, Umpire, Coaching) as it will make it easier when customising a Profit and Loss report.

Step 9. Transfer Subscription to Netball Qld

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<https://central.xero.com/s/article/Transfer-resend-or-cancel-the-subscription-for-your-organisation#Transferthesubscriptionforanorganisation>

NETBALL QUEENSLAND – TRAINING GUIDE

This module covers the following topics:

[SUPPORT – XERO CENTRAL](#)

[CONNECTING BANK ACCOUNTS](#)

[RECONCILING BANK ACCOUNTS](#)

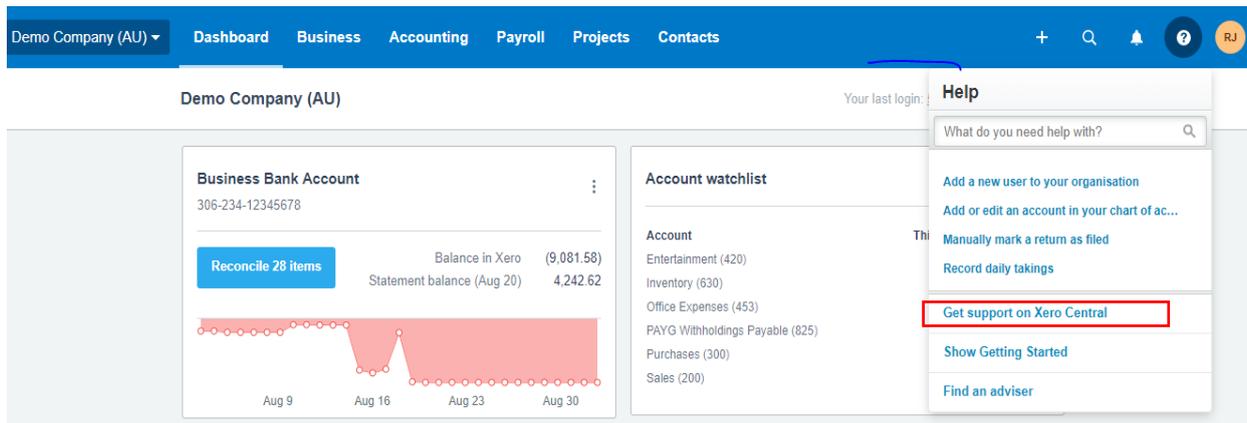
[INVOICING CUSTOMERS](#)

[PAY SUPPLIERS](#)

SUPPORT – XERO CENTRAL

Xero Central is the support and learning environment of the software. This will allow you to ask questions, follow Popular topics and also frequently asked questions. Within Central Xero you may also find a Xero adviser in your area if required.

The Xero Central can be accessed via the Dashboard **Click on ? Symbol > Get Support on Xero Central**



The screenshot shows the Xero dashboard for 'Demo Company (AU)'. The top navigation bar includes 'Dashboard', 'Business', 'Accounting', 'Payroll', 'Projects', and 'Contacts'. A 'Help' dropdown menu is open, showing options like 'Add a new user to your organisation', 'Add or edit an account in your chart of ac...', 'Manually mark a return as filed', 'Record daily takings', 'Get support on Xero Central' (highlighted with a red box), 'Show Getting Started', and 'Find an adviser'. The main dashboard area shows a 'Business Bank Account' with a balance in Xero of (9,081.58) and a statement balance of 4,242.62 as of Aug 20. An 'Account watchlist' is also visible on the right.

You have the options to gain support or learning in the top tool bar. The learning tab has short video-based tutorials with small 2 to 3 question quizzes to assist if required.



CONNECTING BANK ACCOUNTS

Add a bank account or credit card account

Overview

- First steps for setting up your business's bank or credit card accounts in Xero.
- Find out if a direct feed is available to pull in statements from your bank automatically. If not, you can manually import statements yourself.

Add a bank account

1. In the **Accounting** menu, select **Bank accounts**.
2. Click **Add Bank Account**.
3. Start typing your bank's name:
 - If you can select the bank name from the list, [feeds are available for your bank](#). If you're connecting a direct feed, [check the name to use for your particular bank](#).
 - If the name of your bank doesn't appear in the list, click **Add it anyway**. This means there are no feeds available for this bank, so you'll need to [manually import bank statements](#) into the account.
4. In **Account Name**, enter a name for the account to identify it in Xero. This name is used in reports and displays on the dashboard.

Each bank or credit card account name must be unique. If you have different accounts with the same name, change the name to make it different, such as adding a number or letter to it.

5. If prompted, select the **account type**. If your account type isn't shown, select **Other**. Bank feeds aren't available for these account types.
6. In **Account Number**, enter your BSB number followed by the account number. Your BSB number is the first six digits of your bank account number. Xero will automatically put a hyphen in the middle as you type the digits.
7. (Optional) If your bank has direct feeds available and you have multiple accounts to add for this bank, click **Add another [bank name] account**.
8. Click **Save** or **Continue**.

Add a credit card account

1. Refer above steps 1 to 4
2. If prompted, select **Credit card** as the account type.
3. In **Account Number**, enter the last 4 numbers of the credit card
4. (Optional) If your bank has direct feeds available and you have multiple accounts to add for this bank, click **Add another [bank name] account**.
5. Click **Save** or **Continue**.

Add a Bank Loan account

1. Refer above steps 1 to 4
2. If prompted, select **Loan** as the account type.
3. In Account Number, enter your BSB number followed by the account number. Your BSB number is the first six digits of your bank account number. Xero will automatically put a hyphen in the middle as you type the digits.
4. (Optional) If your bank has direct feeds available and you have multiple accounts to add for this bank, click **Add another [bank name] account**.
5. Click **Save** or **Continue**.

Add chart of accounts code to bank account

1. In the **Accounting** menu, select **Advanced**.
2. Click **Chart of Accounts**.

The screen should look as follows: -

Advanced accounting >

Chart of accounts

+ Add Account + Add Bank Account Print PDF Import Export

All Accounts Assets Liabilities Equity Expenses Revenue Archive

What's this? ?

Code	Name	Type	Tax Rate	YTD
	Loan Account	Bank	BAS Excluded	0.00
	credit card	Bank	BAS Excluded	0.00
100	Business Bank Account	Bank	BAS Excluded	(9,081.58)
101	Business Savings Account	Bank	BAS Excluded	6,878.28

You will notice there is no code against the Credit Card and Loan account which we have just added.

3. Click the **Account you wish to add the Code**. For our example we have clicked on Loan Account and has opened the following Edit Chart of Accounts screen

Your Bank
 ANZ (AU)

✔ Bank feeds are available

⚠ The bank name won't be saved in this demo organisation

Account Name
 Loan Account
As you would like it to appear in Xero (limited 30 characters)

Code

A unique code/number for this account (limited to 10 characters)

Currency
 AUD Australian Dollar

Bank Account Number
 BSB Account Number
 014-000 - 12345678

Use the options below if you make batch payments...?

DE User ID (Required by some banks)

Include self-balancing transaction in the ABA file

Save Cancel

4. Add the relevant **code** as per **Chart of Accounts**. In this case 810. Then click save

Petty Cash

Set up a petty cash bank account

Set up a bank account in Xero dedicated to petty cash. This isn't a physical bank account, it's just somewhere to record purchases made with your petty cash fund.

In Xero, petty cash should be set up as a bank account, not a current asset account. This is so

you can transfer money to and from your other bank accounts in Xero, and record purchases using spend money transactions. Check with your accountant or bookkeeper if you're unsure the best way to manage petty cash for your business.

[Add a new bank account](#), with the following settings:

- In the **Find your bank** search box, enter Petty Cash, then click **Add it anyway**.
- For **Account Name** – enter Petty Cash, or something similar so you can identify the accounts on reports.
- For **Account Code** – (optional) enter a unique code for your Chart of Accounts.
- For **Account Type** – select **Other**.
- For **Account Number** – enter 000-000 as the **BSB** and Petty Cash as the **Account Number**.

Introduce funds to your petty cash account

From another bank account in Xero

If you've withdrawn funds from another bank account to use as petty cash, create a [Transfer Money Transaction](#) to move the funds between the accounts.

1. Reconcile the transfer from the bank account the funds were withdrawn from.
 - On the bank statement line for the payment going out of your account, select the **Transfer** tab, then select your petty cash account as the account the funds were transferred to.
2. In your petty cash account, [manually reconcile the account transaction](#) created for the transfer.

From cash sales received

If you want to top up your petty cash fund using cash sales, you can [add a receive money transaction](#) in the petty cash bank account.

Record your petty cash purchases

Record purchases made with your petty cash fund by [creating spend money transactions](#) in your petty cash bank account.

You can [add a photo or scanned image of your receipts](#) to the transaction if required.

Reconcile your petty cash account

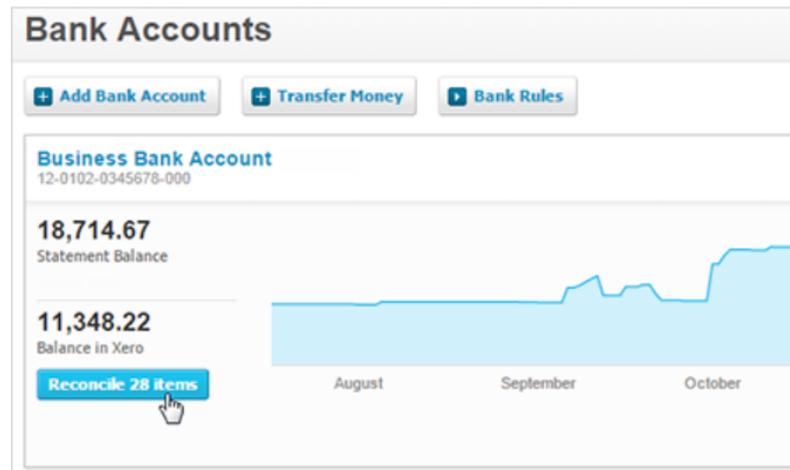
Reconcile the transactions in your petty cash account in Xero using the [Mark as Reconciled](#) function. You can reconcile each transaction as you record it, or reconcile all transactions at a later date.

RECONCILING BANK ACCOUNTS

Bank reconciliation in Xero

Overview

- Match bank statement lines imported into Xero, from your bank account, with account transactions you've created in Xero.



Before you start your bank reconciliation

Before you start your bank reconciliation, make sure you've entered all your transactions, such as invoices, bills, credit notes and expense claims.

If any payments have been made on these transactions, you can enter them before you start, or during bank reconciliation.

How you know when to reconcile

Look for a **Reconcile [number] items** button on the Bank accounts screen or the Dashboard in Xero. You'll see this reconciliation button whenever statement lines are imported from your bank account into Xero ready for you to reconcile.

How Xero helps you reconcile

Xero follows these steps, in this order, to help you reconcile.

1. Xero tries to match

Xero automatically matches imported statement lines with account transactions entered in Xero.



2. Xero looks for bank rules set up

If Xero can't make a match, but can match a condition of a [bank rule](#) you've set up, Xero suggests creating a transaction. The suggested transaction contains all the details of the bank rule.



3. Xero makes a suggestion

If there's no match or bank rule to apply, and you've turned on **Suggest previous entries**, Xero suggests creating a transaction. The suggestion is based on a previously reconciled transaction with similar details. Xero suggests the Who, What and Why, so the transaction is ready to reconcile.



You'll need to review each match or suggestion to make sure it's correct. If Xero doesn't make a match or a suggestion, or has made an incorrect match or suggestion, you can search for or create a transaction.

Creating Bank Rules

Overview

- Use bank rules to help reconcile frequently recurring bank statement lines that you haven't created transactions in Xero for.
- Bank rules suggest a new transaction for you so you don't have to create a transaction manually.

How it works

- Create bank rules from the bank rules screen, during bank reconciliation, or while your cash coding.
- Use bank rules to reconcile statement lines for cash payments instead of creating a transaction manually.
- For each bank statement line that matches a rule, Xero suggests a transaction using the conditions you've set.
- If the suggested transaction isn't quite right, you can edit the transaction, create a new one, or find a transaction you've already entered into Xero to match with the statement line.
- Bank rules won't suggest reconciling a statement line against a transaction already created in Xero, such as an invoice, bill, or expense claim, but you can match it manually.

Bank rules screen

To create a more complex bank rule with multiple conditions:

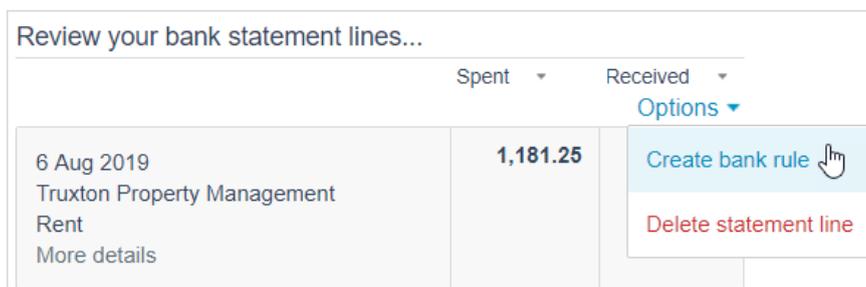
1. In the **Accounting** menu, select **Bank accounts**.
2. Click **Bank Rules**, then click **Create rule** and select the type of rule you want to create.
3. [Enter the conditions](#) to build the rule.
4. Click **Save**.

During bank reconciliation

When you create a bank rule while [reconciling your bank account](#), the type of rule is based on the statement line you're reconciling. Xero may suggest some of the conditions and the rule title using details from the bank statement line, and sets the bank account to the one you're reconciling.

To create a simple bank rule while you're reconciling your bank account:

- 1.
2. For the bank statement line, you want to create a bank rule for, click **Options**, then select **Create bank rule**.



3. [Enter the conditions](#) to build the rule, then click **Save**.
4. Click **OK** to apply the rule to the statement line.

INVOICING CUSTOMERS

Create an invoice for your customer

Overview

- Create a new invoice from scratch in new or classic invoicing.
- You can also create a new invoice by copying an existing invoice to save time.
- Your user role determines your access to invoices.

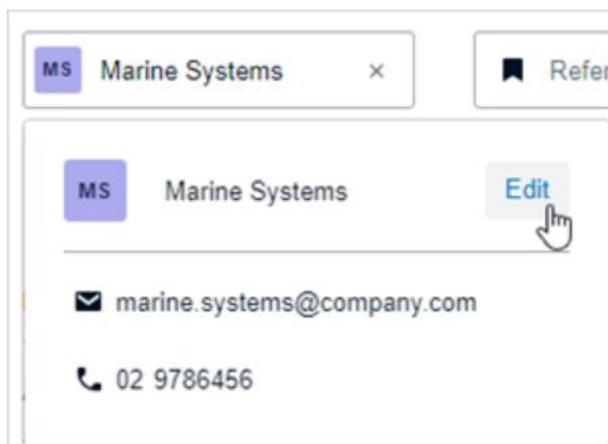
Create a new invoice

New invoicing

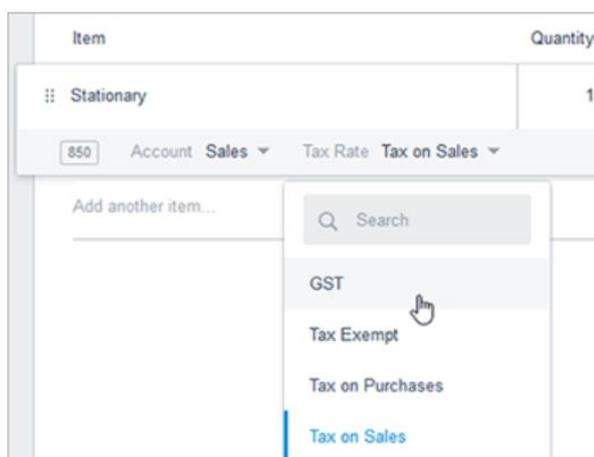
- We've added a security check to Xero to protect your data. If you can't create an invoice or access contact information you may need to [verify your account](#).
- Your entries are automatically saved as a draft, and you can show and hide fields to streamline the invoice.
- To show and hide invoice fields, click the menu icon , then select **Show** or **hide**. Xero remembers your preferences.
- Not all selected fields show in your final approved invoice. For example, the **Issued date**, **Due date** and **Invoice number** fields will always show, but the **Reference** field only shows if you've entered one.
- We're releasing the new invoicing experience gradually. If you don't have access yet, you'll get access soon.

To create a new invoice:

1. From the header, click the add icon , then select **Invoice**.
2. (Optional) If you're still in classic invoicing, click **Switch to new invoicing** at the bottom of the page.
3. In the **To** field, start typing to select an existing contact or to add a new one. If you need to edit the contacts address or phone number, click their name in the **To** field, then click **Edit**.



4. Enter any remaining [invoice details](#). In the **Item** field, if you select an inventory item, Xero populates the **Account** and **Tax Rate** fields for you. Or, you can manually type in a description and select the relevant account and tax rate.



5. (Optional) To apply a discount, click the item menu  for the line item, then select **Add discount**. In the **Discount** column, enter your discount as a full amount, or as a percentage. If it's a percentage, add % after the discount value.

When you click into another field, the line item total and invoice total will update to include the discount. A total discount value for the invoice will also display above the invoice total.

6. (Optional) Add and edit more items. You can drag and drop the item lines to reorder them.
7. Once you've finished entering your invoice, [approve and send](#) it to your customer.

Copy invoices to a new invoice or quote

- Existing invoices can be copied saving you time from having to fill out all the invoice details manually.
- Copy a single invoice, or multiple invoices with the same status, into a new invoice or quote.
- If you're copying multiple invoices, Xero creates one draft invoice or quote with all line items from the original invoices.
- You can create the invoice or quote for a different customer than the original invoice(s).
 1. In the **Business** menu, select **Invoices**.
 2. Select the tab for the status of the invoice(s) you want to copy.

You can't copy from the list of all invoices.

3. Select the checkbox of the invoice(s) you want, then:
 - If invoice reminders are off, click **Copy to**.

<input type="button" value="Print"/> <input type="button" value="Email"/> <input type="button" value="Deposit"/> <input type="button" value="Copy to..."/> 2 items selected				
<input type="checkbox"/>	Number	Ref	To	Date ▼
<input type="checkbox"/>	INV-0003		Monthly Support	17 Jan 2017
<input checked="" type="checkbox"/>	INV-0002		Monthly Support	16 Jan 2017
<input checked="" type="checkbox"/>	INV-0001		Training	15 Dec 2016

- If invoice reminders are on, click **More**, then select **Copy to**.

<input type="button" value="Print"/> <input type="button" value="Email"/> <input type="button" value="Deposit"/> <input type="button" value="More ▼"/> 2 items selected				
<input type="checkbox"/>	Number	Ref	To	
<input type="checkbox"/>	INV-0003		ABC c	17
<input checked="" type="checkbox"/>	INV-0002		ABC c	17
<input checked="" type="checkbox"/>	INV-0001		ABC contact	15 Dec 2016

Copy to... 

Turn reminders on

Turn reminders off

4. Select **Invoice** or **Quote** and enter the name of the customer you're creating it for.
5. Click **Copy** or **Copy & merge**.
6. Review the invoice or quote and update the details if needed.
7. **Save** or **Approve** the invoice or **Save** or **Send** the quote.

Another way to copy an invoice to a new invoice or quote is to open the invoice, click **Invoice Options**, then select **Copy to**.

PAY SUPPLIERS

Add and approve bills

Overview

- Create a bill for purchases that you've made in your default currency
- Allocate credit to the bill you have created.
- Add and approve bills either in the web version of Xero
- You need the adviser, standard, invoice only + purchases, invoice only + approve & pay user role to add and approve bills.
- You can add a draft bill if you have the invoice only + draft user role.

Add a bill

1. To add a bill, either:
 - Click the create new icon  and select **Bill**.
 - In the **Business** menu, click **Purchases overview**, then click the **New** arrow and

select **Bill**.

- From contact's details, click **New** and select **Bill**.
2. [Enter the information into the bill fields](#).
 3. Add the items you need to pay for. You can drag and drop the item lines to reorder them.
 4. (Optional) Click the file icon to upload items related to the bill.

 5. (Optional) If you want a customer to pay for a billable expense, click **Assign expenses to a customer**.
 6. Save the bill, send it for approval, or approve it yourself.
 7. (Optional) Click **Allocate** and assign customer credit to the bill if you've approved it.
 8. (Optional) Click **Add Note** to enter additional information for the bill.

Tip

Alternatively, you can add multiple draft bills at a time using our [import feature](#).

Approve draft bills

1. In the **Business** menu, select **Purchases overview**.
2. Click the **Draft** panel to view all draft bills.
3. Select the checkbox next to one or more bills, then click **Approve**.

Or to check its details first, open the relevant bill, make changes if you need to, then click **Approve**.