

ADMIN - How to - Day to Day Xero

Purpose of this SQ How To: To show the day to day check that need to be completed in Xero

Owner: Admin

Applicable to: Admin

Of interest to: Sales and Account Managers

Customers: All

Timescales: Daily

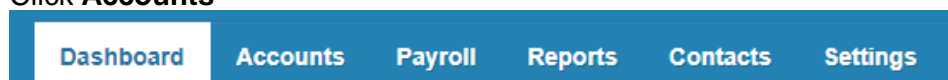
Introduction

This document will go through a guide of the processes in Xero we complete daily to keep the accounts department running smoothly.

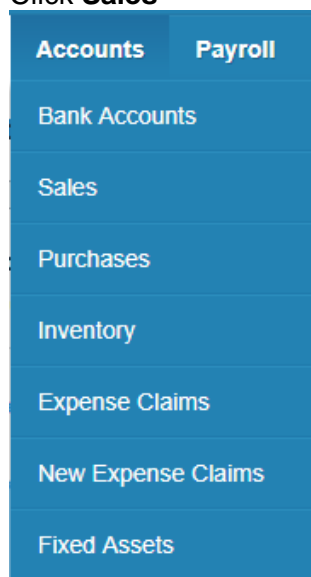
Sending out repeating invoices

Daily there can be anywhere from 1 – 20 invoices which generate automatically. These need to be sent out on the business day that they generate.

1. Log into Xero
2. Click **Accounts**



3. Click **Sales**



4. Click **Awaiting Payment**

Invoices Paid Repeating See all			
Draft None	Awaiting Approval None	Awaiting Payment (120) 77,128.09	Overdue (31) 21,253.02

- 5. This will bring up a list of invoices that have been generated and are awaiting payment.
- 6. Sort the invoices by **Expected Date**

- 7. Now check the invoices are dated with today's date (or weekend dates if doing it on a Monday)

Date
21 Feb 2018
21 Feb 2018
21 Feb 2018
21 Feb 2018

- 8. On the right-hand side there is a column called **Sent** Once an invoice has been sent to a customer it will show up sent in green. You will also be able to tell if a customer has viewed the invoice online. (Note it doesn't always mean they haven't seen it if it doesn't say viewed)

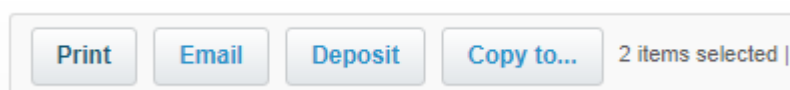
Sent
Viewed
Sent
Viewed

9. Check the reference of each invoice – **Monthly Reoccurring** can be sent out straight away

<input checked="" type="checkbox"/>	INV-5516	Monthly Reoccurring
<input checked="" type="checkbox"/>	INV-5512	Monthly Reoccurring

10. Use the check boxes on the left-hand side to check the invoices that need to be sent.

11. At the top then click **Email**



12. Ensure the email template Says **Sales Invoice: Basic**

Email template

Sales Invoice: Basic ▾ [Show placeholder info](#)

13. Select PDF attachment of invoice

Include files as attachments

Include PDF attachment of invoice

Send me a copy (sarah.bickerstaffe@sqdigital.co.uk)

14. Once you are happy click **Send**

15. **AdWords Invoices** are slightly different. They need amending each month before being sent out.

16. The reference will clearly show if it is an AdWords invoice

Adwords 12.5%

17. Click on the company name to open the invoice

18. The Invoice description will show the amount that should be put in the invoice.
19. The AdWords team will update this spreadsheet: [PPC Management Fees](#) with the amount to be charged for each customer for the date range on the invoice.

ICS Accountants	21st - 20th	£2,471.01	12.5% or £250	£308.88
-----------------	-------------	-----------	---------------	---------

20. Update the invoice amount with the management fee

Unit Price
308.88

21. Now update the invoice

Update
Cancel

22. This will bring up the finished invoice which you can send directly to the customer.

 [Preview](#)
[Email](#)
[Print PDF](#)

[Invoice Options](#) ▼

23. Annual Hosting Invoices

24. These invoices need to be checked before sending out.
25. Open the invoice and ensure that the invoice period is correct (It should be for the coming year)
26. Annual Hosting invoices are generally raised 6 weeks in advance to ensure payment is received before the hosting expires.

Description
Annual Hosting for www.qubehomelift.co.uk (20/03/2018-19/03/2019)

27. If the invoice is not 6 weeks before the hosting expires, edit the **repeating transaction template** for next year.

This invoice repeats every 12 Months. [View this repeating transaction template](#)

28. Once the invoice has been updated with the correct period this can then be sent to the customer.

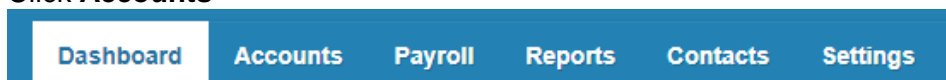


29. **S/O or GI** these invoices do not need to be sent until we receive payment – this will be shown below!

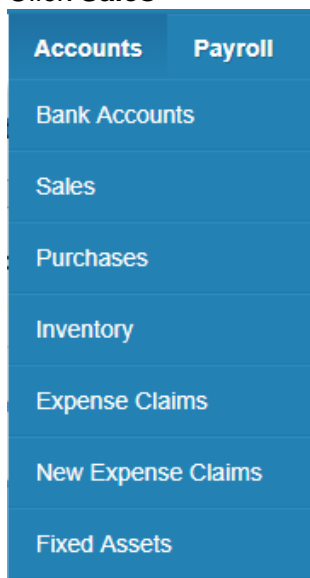
Sending out paid invoices

This should be completed after the bank reconciliation – See **SQ How to Do a Bank Reconciliation**

1. Log into Xero
2. Click **Accounts**



3. Click **Sales**



4. Click **Paid**

Invoices [Paid](#) | [Repeating](#) | [See all](#)

5. Use the right-hand side, Sent, column to make sure all invoices that have been paid have been sent to customers.
6. S/O and GI invoices that have been paid off will be unsent in this list.
7. You do not need to send credit notes from this screen so they can be left unsent.

<input type="checkbox"/>	Number	Ref
<input type="checkbox"/>	CN-5519	Re invoice 5394
<input checked="" type="checkbox"/>	INV-5514	GI
<input type="checkbox"/>	CN-5515	Annual Hosting
<input checked="" type="checkbox"/>	INV-5510	Adwords (Man GI)
<input checked="" type="checkbox"/>	INV-5509	S/O
<input checked="" type="checkbox"/>	INV-5508	S/O
<input checked="" type="checkbox"/>	INV-5507	S/O Hosting
<input checked="" type="checkbox"/>	INV-5502	S/O Hosting

8. Use the tick boxes to select all the invoices that need sending out.
9. Click **Email**

Print Email Copy to... 6 items selected ?

10. Change the email template to **Sales Invoice: Standing Order Paid**

Email template

Sales Invoice: Stand ▼ [Show placeholder info](#)

11. Now you can send out the paid invoices.

Send
Cancel

