



xero

SETTING UP AND USING XERO FOR SMALL BUSINESS

Training Manual

Version 1.1



Setting up and using Xero for small business, Version 1.1

Editor: Melissa Keenan and Olivia Smith

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INTRODUCTION TO TRAINING MANUAL

The purpose of this training manual is to provide the knowledge and skills to use Xero and to set up and operate Xero for small business.

Relationship to Competency Standards

This manual will introduce the learner/student to Xero, and will detail how to implement the integrated accounting system. Next the learner/student will process transactions, maintain the system and produce reports from the software. Finally the student will learn what ensures system integrity in Xero.

Quickstart Guide

What you will need

- access to the internet
- MS Excel, or other spreadsheet editing software
- exercise files
- an email address
- One of the following internet browsers
 - Google Chrome (PC and Mac)
 - Internet Explorer (IE) 11 (PC)
 - Mozilla Firefox (PC and Mac)
 - Safari 8 (Mac)



Important: Xero does not support any beta versions of internet browsers or alternative open source builds of them.

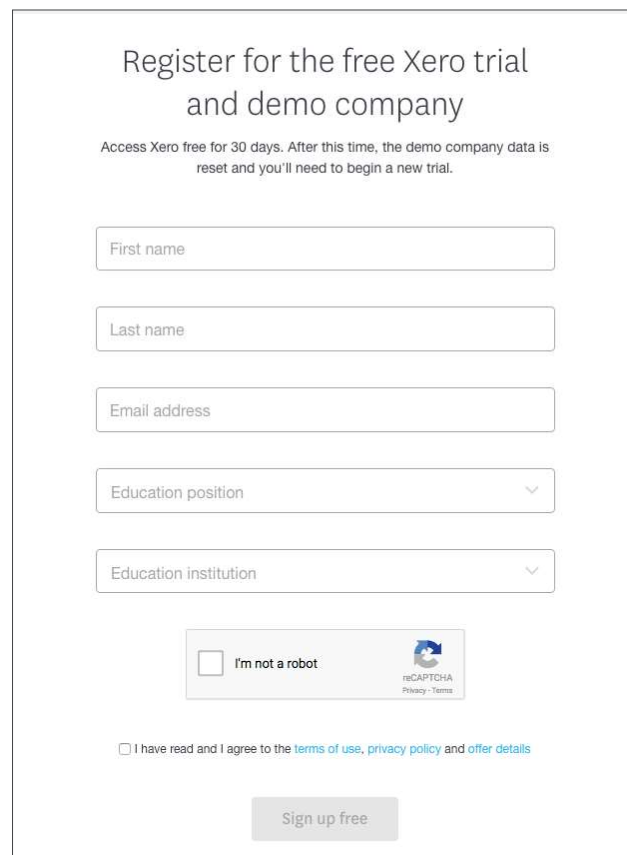
Make sure that cookies and JavaScript are enabled in your browser.

Let's Get Started

You will need to setup a Xero trial from this address: <https://www.xero.com/au/teaching-accounting>

The trial will expire after 30 days, if you take longer than this to complete the workbook you will need to start a new trial and start over. For ease of identification, your trainer may request that you name your Xero trial organisation using your student id number and/or name.

You will need to download the exercise files from: <https://www.xero.com/au/teaching-accounting/exercise-files>



Register for the free Xero trial
and demo company

Access Xero free for 30 days. After this time, the demo company data is reset and you'll need to begin a new trial.

First name

Last name

Email address

Education position

Education institution

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

☐ I have read and I agree to the [terms of use](#), [privacy policy](#) and [offer details](#)

Sign up free

The exercises contained in this workbook are designed to simulate the best practices in setting up and operating Xero. Throughout the course you will set up and operate a fictitious business, Julie's Flowers, from the trial organisation.

Once you have created your trial organisation, we recommend that you invite your trainer in as a user to make it easy to review and provide feedback on your work. We recommend that trainers be invited as a user with Read only access. Instructions on how to add users can be found here: https://help.xero.com/au/Settings_UsersAdd

What to do if you need help

A glossary is provided in the workbook to help you understand terminology that you may not be familiar with, please use the glossary as a reference point.

Students are advised to ask their trainer if assistance is required to work through these materials. Please do not contact Xero support, our support team will not be able to provide assistance in relation to the workbook material. As a trainer if you are experiencing issues with Xero or the workbook please contact us at training@xero.com

The Xero business help centre is an online resource that both trainers and students can access for practical solutions and information on how to use Xero.

You can access the help centre at: <https://help.xero.com/au>

Students should be advised that: you won't find direct solutions to the course activities in the help centre, just to be clear on this!

Prerequisites

There are no prerequisites, however basic knowledge of bookkeeping and accounting concepts are advantageous.

Exercise Navigation

This course is made up of 15 modules, including this introduction.

Each of the modules will introduce certain concepts around using systems and programs for planning, implementing, monitoring and reporting. In this context the systems used are Xero Accounting Software and MS Excel (or other spreadsheet software).

Each time you are required to do an exercise, you will see numbered steps. We recommend doing each exercise in order.

You will be using a combination of both a trial version (which you will create), and the sample Demo Company. Throughout the course you will set up and operate a fictitious business, Julie's Flowers, from your trial organisation.

Glossary

- **Business Edition**

Business edition of Xero is available to any organisation who wishes to sign up directly from Xero's website and use the software. Business edition has a variety of pricing plans which determine what features are included.

- **Check your Progress**

At the end of each module, there will be a 'Check your Progress' list. This checklist will ensure that all tasks outlined in the exercises have been achieved. The items on the checklist are directly related to the exercises and learning outcomes.

- **Cloud Based**

Xero is 100% cloud based. This simply means Xero is accessed and used online through a browser or mobile app, connected to the internet.

- **Dashboard**

Each organisation on Xero contains a Dashboard which summarises activity in the organisation's bank accounts, accounts payable, accounts receivable, expense claims and can be customised to include account summaries from the other general ledger accounts.

- **Demo Company**

The Demo Company is a sample organisation, populated with fictional data which can be used for training and testing.

- **General Ledger**

The general ledger accounts are the organisation's accounts in which all accounting transactions are posted to. When any type of transaction is created in the software, the general ledger account that the transaction was posted to is updated in real-time. Individual general ledger accounts are often referred to as simply 'accounts'.

The general ledger accounts in an organisation are collectively referred to as the 'Chart of Accounts'.

- **Learning Outcomes**

The learning outcomes will preface each module. They will outline the knowledge and skills that you will achieve as a result of successfully completing the module.

- **Navigation**

During exercises, page elements or buttons to interact with will be in **bold**. E.g. Click on the **Next** button.

Navigating from one screen to another will be shown by '>'. E.g to go from the Dashboard to the General Settings screen, you will see **Dashboard > Settings > General Settings**.

- **“Notes” in Blue**

Trainer notes, additional concepts and theory presented in this manual.

- **My Xero**

Each Xero user has access to a ‘My Xero’ page. This page contains a list of all the organisations that the user is a subscriber for and has access to. Subscriptions, billing, and other account settings specific to a user can be managed from here. Each user’s My Xero includes a link to the Demo Company.

- **Organisation**

An organisation on Xero, is an entity’s account. Other software may refer to an organisation as a ‘file’. An organisation on Xero can be any type of entity (company, trust, partnership etc.), on any version of the software.

- **Partner Edition**

Partner edition is for Accounting and Bookkeeping partners to manage their clients’ organisations. It contains additional features that enable advisers to manage their client’s organisations.

- **Screenshots**

Screenshots of certain features are used throughout, to accompany the exercises and theory. The screenshots in this manual are generated from Mac OS and MS Excel. As such, they may differ from exactly what you see if you are on another system or version of MS Excel / Spreadsheet software.

- **Subscriber**

The user who initially created the organisation effectively ‘owns’ it, and the data that it contains. This user is called the subscriber. Only the subscriber of a trial can upgrade the organisation to a paid subscription. The subscriber also ultimately controls who has access to the organisation, and which level of access each user should have.

- **Subscription**

A paid version of Xero for an organisation, charged as a monthly subscription. A subscription covers one organisation, but can have unlimited users accessing and using the organisation.

- **The Single Ledger**

The concept of the Single Ledger is unique to Xero. Many other platforms, including desktop software, require multiple instances of an entity’s accounts to be updated in multiple locations, by multiple users. This means that organisation data is often out of sync and each location and user has access to different data. As Xero is 100% cloud based, all transactions made by any user, at any time, from any location, are updated in real time to the same general ledger accounts.

- **Trial**

You can start a trial on Xero, which allows for free and full access to the software for an organisation for 30 days. If you decide to subscribe to a paid version of this organisation after 30 days, all data that was entered into the trial is retained. If you don't upgrade to a paid subscription after 30 days, the trial will be locked for a period of time and eventually deleted.

If you'd like to start additional trials, you are able to do so from your My Xero page.

- **User Account**

Each individual who subscribes to, or has access to an organisation, has their own account associated with their email address and password. A user account can be created when a trial is signed up for, or when a new user is invited into an organisation.



1. Getting Started with Xero

Learning Outcomes

By the end of this module, you will be able to:

- [sign up for a Xero account](#)
 - [sign up for a trial organisation](#)
 - [access the Demo Company](#)
 - [navigate between the Demo Company and your trial](#)
 - [access the help centre](#)
 - [understand how data is imported and exported in bulk](#)
 - [export a CSV file out of Xero](#)
 - [import a CSV file into Xero](#)
-

GETTING STARTED WITH XERO

Welcome to Xero

Xero is beautiful online accounting software designed for small to medium businesses. As a subscription based service, Xero is 100% cloud-based and all transactions happen in real-time, ensuring that you have the most up-to-date financial information at your fingertips. There is no additional cost or limit for the number of users that can be invited into a Xero file, this means that small business owners, accountants, bookkeepers and other advisers can work together on a single ledger. Xero's intuitive design promotes efficiency and collaboration for small businesses and their advisers.

Accessed from any internet ready device, Xero's key functions include:

- invoicing
- bills
- banking
- inventory
- fixed assets
- reporting

Because the system is in the cloud, there is nothing to download or install; all updates, security and maintenance happen behind the scenes automatically.



Info: there are two editions of Xero. Partner edition, and business edition. Partner edition is for Accounting and Bookkeeping partners to manage their clients' organisations among other additional tools.

My Xero - Partner Edition

The key difference of partner edition is the My Xero page as shown below. It is visibly different (the header navigation bar is green instead of blue - see following screenshot) and there is an education and tools tab available. Business edition is used when an organisation has signed up directly from xero.com. For this course, you will be using the business edition.

The screenshot shows the My Xero dashboard. At the top, there's a green navigation bar with 'My Xero' and a user profile 'Jamie Wells'. Below this is a white header with 'My Xero' and 'Jamie Wells & Partners'. A message says 'Hi Jamie, you last logged into Guide Kick today at 2:12 PM'. The main content area has a sidebar on the left with 'ALL' and 'All 13' sections. The main table lists organisations with columns: Name, Last viewed, Access, Staff access, and Subscription. The table contains several rows, including 'Acme toys', 'Foxglove Design', 'Foxglove Studios', 'GST in Xero', and 'Hello Sunday Morning'.

Name	Last viewed	Access	Staff access	Subscription
Acme toys 41 unreconciled lines with 1 comment	Today at 9:26 AM By Katherine Tran	Adviser Manage users	1 Staff	Joe Salvati GST Cashbook
Foxglove Design 15 unreconciled lines	08 Jun 5:06 PM By Andrew Hirst	Adviser	1 Staff	Jamie Wells Standard
Foxglove Studios	Today at 11:27 AM By Werner Combrinck	Adviser	1 Staff	Jamie Wells Standard
Foxglove Studios	13 Mar 11:13 AM By Jamie Wells	Adviser Manage users	1 Staff	Info I Upgrade Premium 5
GST in Xero Setup progress <div><div></div></div>	26 Feb 11:57 AM By Jamie Wells	Adviser Manage users	1 Staff	Info I Upgrade Premium 5
Hello Sunday Morning 48 unreconciled lines	13 Jun 10:13 AM By Sabine Prill	Adviser Manage users	1 Staff	Sabine Prill Premium 10

Sign up for a Xero account and add a trial organisation

In this course you will sign up to Xero to use **both a trial version of Xero and the Demo Company to complete exercises.**

A trial allows you to create a new organisation in Xero and gives you free access to all features for 30 days. After this point, you will be required to purchase a subscription to continue with this organisation. After your initial trial, you are able to add further trials from scratch under the same login details.

This exercise will step you through the initial Xero account sign up, along with the creation of the trial organisation.

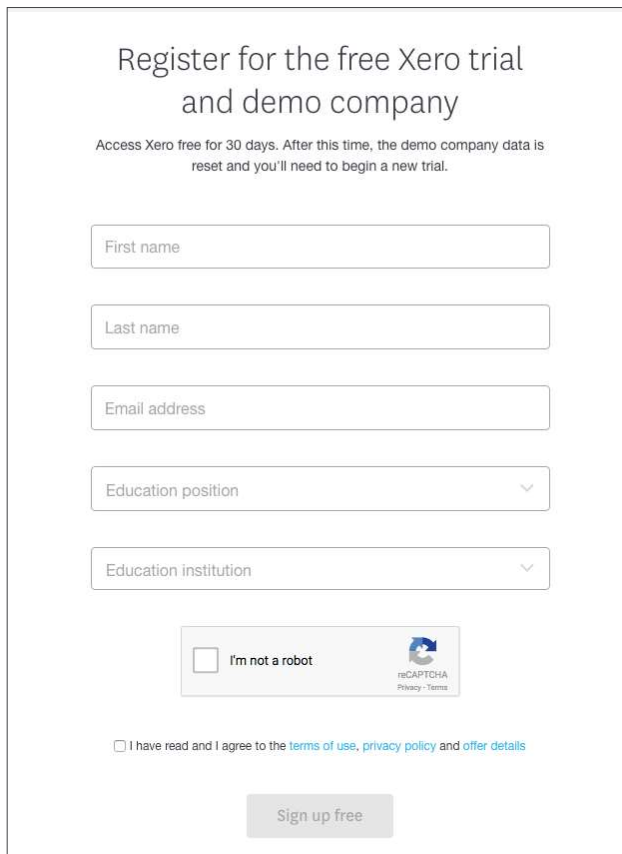


Important: you only have to sign up for a trial once, the first time you use Xero. If you already have a Xero account, you may start a new trial and begin this exercise from Step 7.

EXERCISE 1.1

The following exercise will create a Xero account for a first time user. If you have previously used Xero with the same login email address the process will differ and you will need to login first then select + New Organisation to set up your trial.

1. To sign up, go to <https://www.xero.com/au/teaching-accounting/>



Register for the free Xero trial
and demo company

Access Xero free for 30 days. After this time, the demo company data is reset and you'll need to begin a new trial.

First name


Last name

Email address

Education position


Education institution

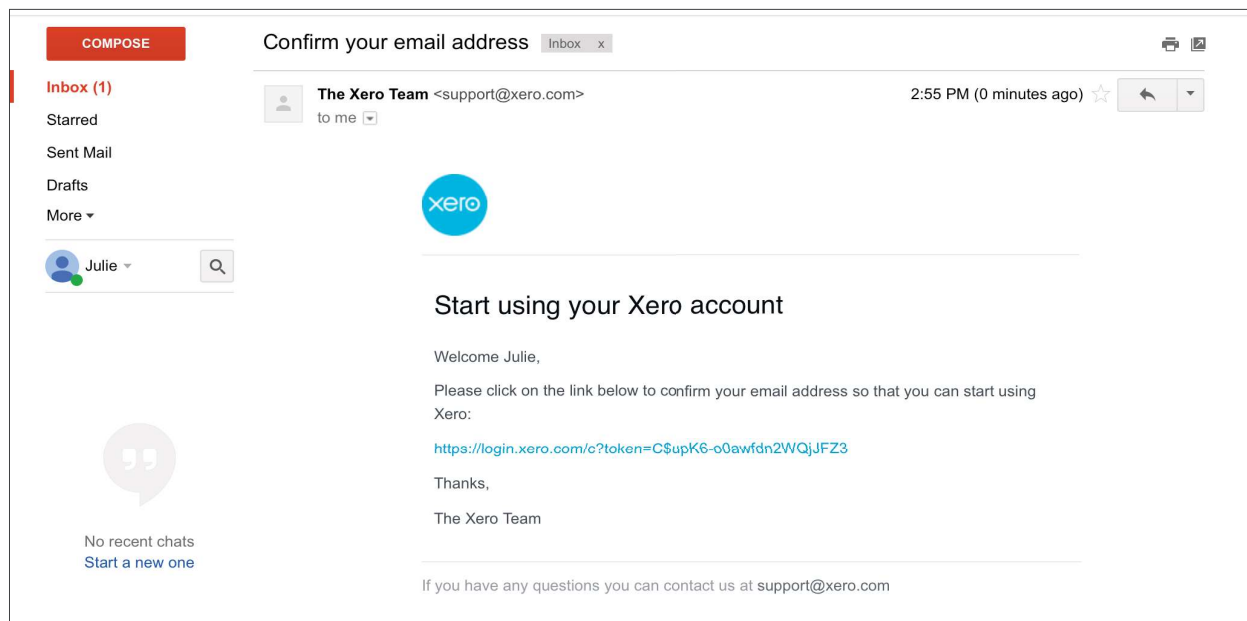
☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

☐ I have read and I agree to the [terms of use](#), [privacy policy](#) and [offer details](#)

Sign up free

2. Enter your first name, last name, email address, education position and education institution.
3. Tick the box to confirm that you're not a robot and ensure that you have selected 'I have read and I agree to the Terms of Use and Privacy Policy'.
4. Click the  button.
5. An email containing a confirmation link will be sent to the email address you provided in the signup form. Click on the link to confirm your email.




This will take you to a page, which will allow you to create a password for your account.

6. Create a password and **click** the **'activate your account'** button.

A screenshot of the Xero account activation page. It features the Xero logo at the top. Below it is a white box with the heading 'Create a password'. Inside the box, there is a text requirement: 'It'll need to contain at least 8 characters, including one or more numbers'. Below this is a text input field labeled 'Password'. At the bottom of the box is a blue button labeled 'Activate your account'.

This will take you to a page, which will allow you to create your trial organisation.



Logout

Add your organisation to start using Xero now

What is the name of your organisation?

Where does your organisation pay taxes?

Australia

What is your time zone?

(UTC+10:00) Canberra, Melbourne, Sydi

What does your organisation do?

Are you registered for GST?

☒ Yes, calculate GST on transactions for me

Using MYOB or Reckon?

[Move your data to Xero for free.](#)

Start Trial

 or

Buy Now

[Try the Demo Company \(AU\)](#) Have a play, try out new features and get familiar with Xero.


You will be adding a fictitious business to Xero, Julie's Flowers, which will be used for the exercises throughout this course.

7. From the following information, complete the table below and enter the following details into your Xero organisational setup:

Julie's Flowers is a new floristry business that operates a retail store and organises events. They are based in Melbourne, Australia. During the business setup procedures they have registered for GST.

Field	Details
What is the name of your organisation?	
Where does your organisation pay taxes?	
What is your time zone?	
What does your organisation do?	
Are you registered for GST?	

Logout



Add your organisation to start using Xero now

What is the name of your organisation?

Where does your organisation pay taxes? Australia ▼

What is your time zone? (UTC+10:00) Canberra, Melbourne, Sydn ▼

What does your organisation do? Flower Retail ▼

Are you registered for GST? ☒ Yes, calculate GST on transactions for me

Using MYOB or Reckon? [Move your data to Xero for free.](#)

Start Trial
or
Buy Now

[Try the Demo Company \(AU\)](#) Have a play, try out new features and get familiar with Xero.

8. Click the Start Trial Button


You have now created your Xero trial. You will land on the Xero Dashboard. If your dashboard looks slightly different to the one shown below, don't stress, we're just making further updates and improvements to the product to create a more beautiful experience for our customers.

Julie's Flowers
Julie Flowers ▼

Dashboard Accounts Payroll Reports Contacts Settings
+ 📁 ✉️ 🔍 ?

Julie's Flowers

Hide Getting Started ✕



Watch the [getting started video](#)

☒ [Connect your bank feeds](#)

☒ [Add your organisation details](#) to keep in touch with your customers

[Show more](#)

Import your bank transactions

Connect your bank accounts to automatically import and categorise your transactions.

Add bank account

Add your first invoice

Send beautiful, customisable invoices to your clients and receive payments online.

New sales invoice

Track your cashflow

See how much cash your business has and make sure it can cover upcoming bills. Add an [invoice](#) or [bill](#) to get started.

Add your first bill

See upcoming bills and planned payment dates so there are no surprises.

New bill

My Xero

The My Xero page is an important feature of your Xero login.

My Xero allows you to:

- manage your Xero trial
- add another trial or paid subscription
- manage billing for your subscriptions
- Access organisations you are a user of
- Use the Demo Company

The Demo Company is a sample company which has been pre-populated with fictitious transactional data. It is always available for your use, free of charge. It is a great environment for testing functionality in Xero, as you can refresh the data if you make a mistake.




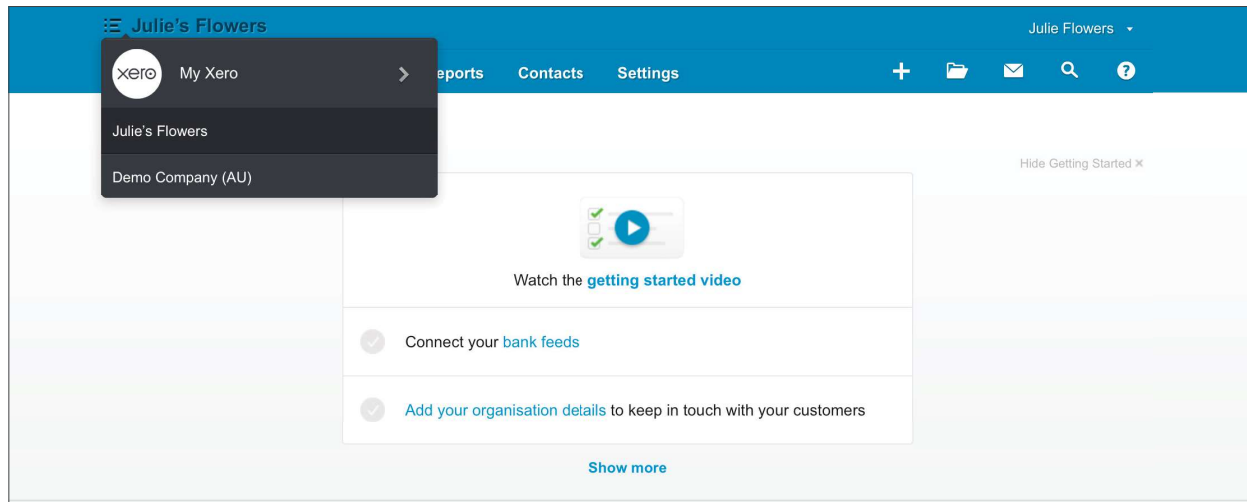
Important: The sample data in the Demo Company will refresh automatically every 30 days, which is important to note if you have made edits to the data.



EXERCISE 1.2

In this exercise, you will access the My Xero page and the Demo Company.

1. From the Xero Dashboard, click on the  icon next to Julie's Flowers.



2. Click on the link '**Demo Company (AU)**'. This will bring up the Dashboard of the Demo Company.

Business Bank Account
306-234-12345678

Reconcile 28 items

Balance in Xero (2,151.58)
Statement balance (4 Jul) 4,242.62

5 Jun 12 Jun 19 Jun 26 Jun 3 Jul

Business Savings Acc...
306-234-12345679

Reconciled

Statement balance (5 Jul) (51.72)


Account watchlist

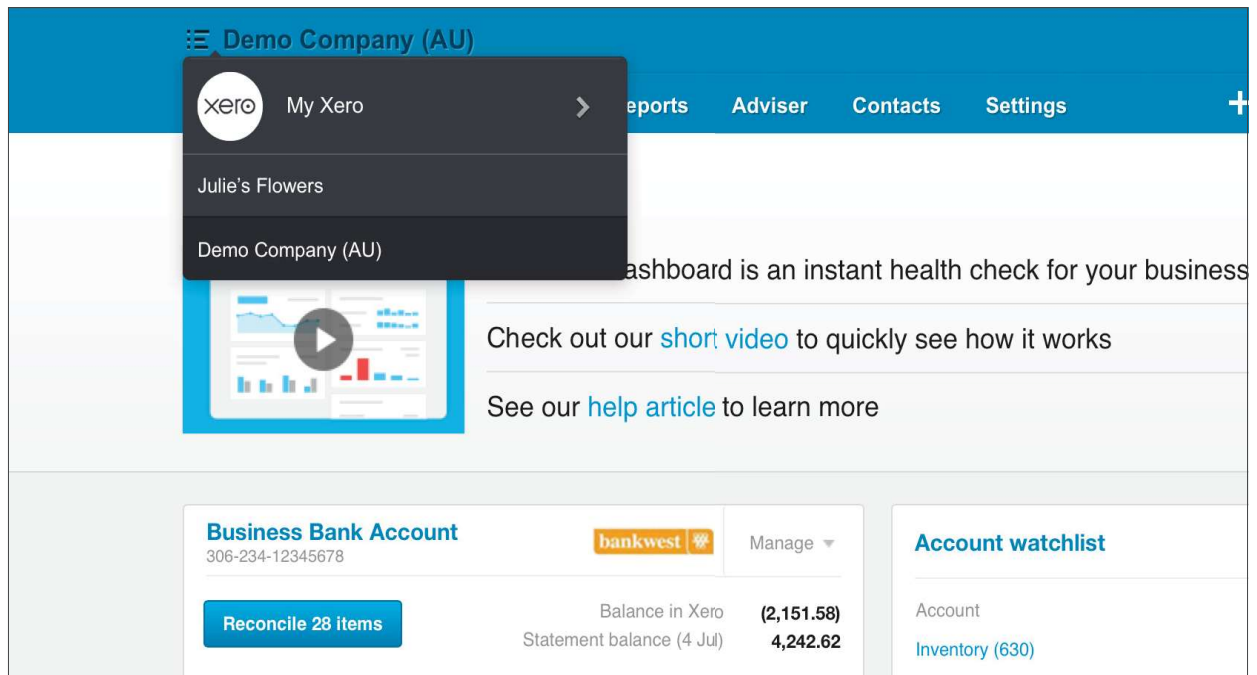
Account	This month	YTD
Inventory (630)	0.00	0.00
Office Expenses (453)	0.00	0.00
PAYG Withholdings Payable (825)	0.00	9,042.00
Sales (200)	795.05	795.05

Invoices owed to you

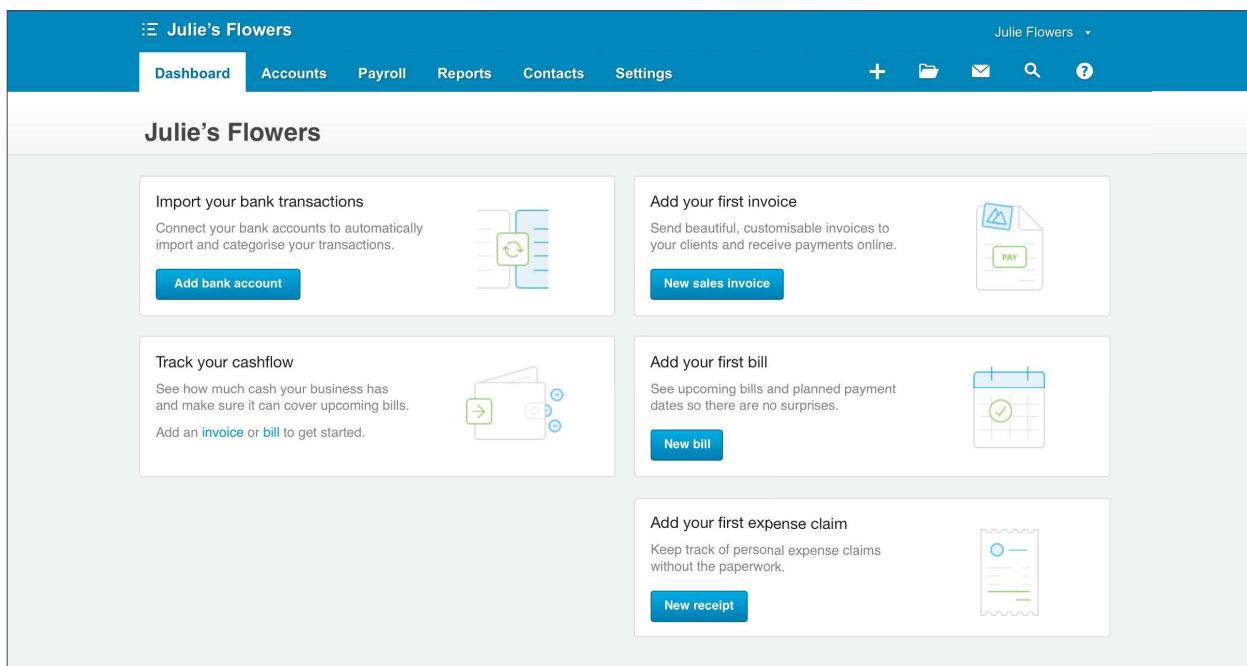
New sales invoice

4 Draft invoices	2,200.00
10 Awaiting payment	16,006.55
3 Overdue	7,097.50

3. Navigate from the Demo Company back to your Julie's Flowers trial by clicking on the  button and selecting Julie's Flowers.



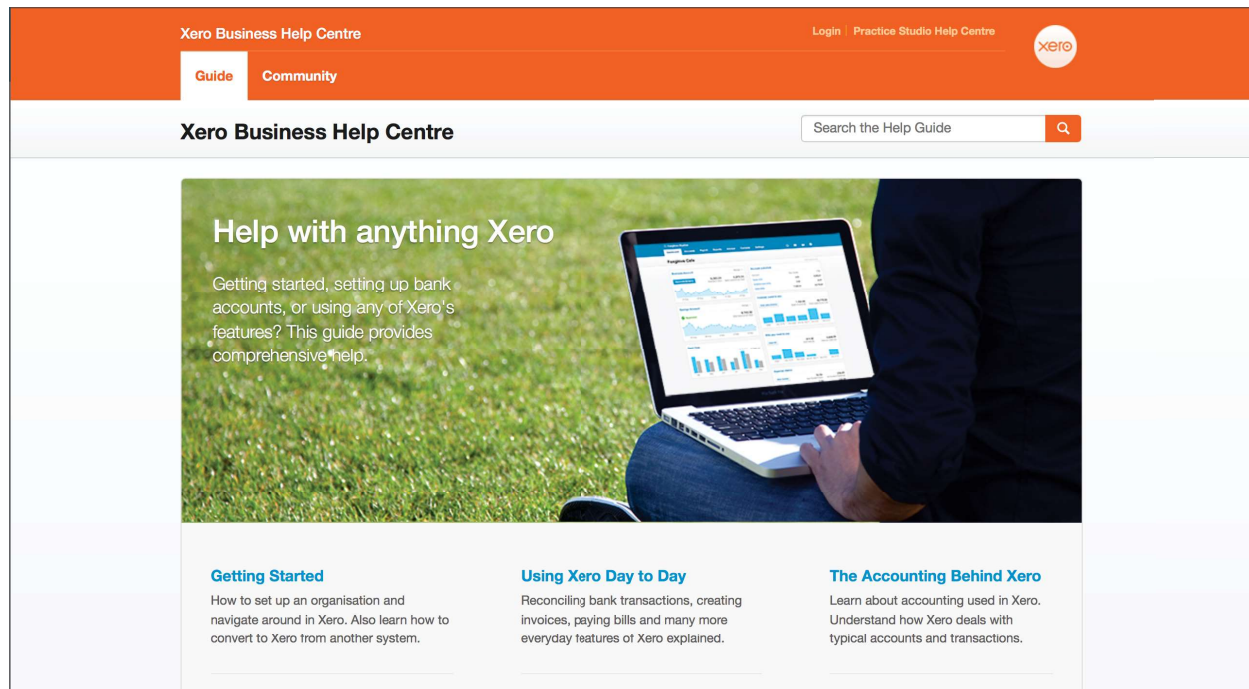
You will land back on the Dashboard of your Julie's Flowers trial organisation.



Help Centre and Support

All users of Xero have access to free, online help. We provide a help centre which contains up-to-date and comprehensive content relating to Xero features, processes and fundamentals.

To access the help centre, simply navigate to: <https://help.xero.com/>




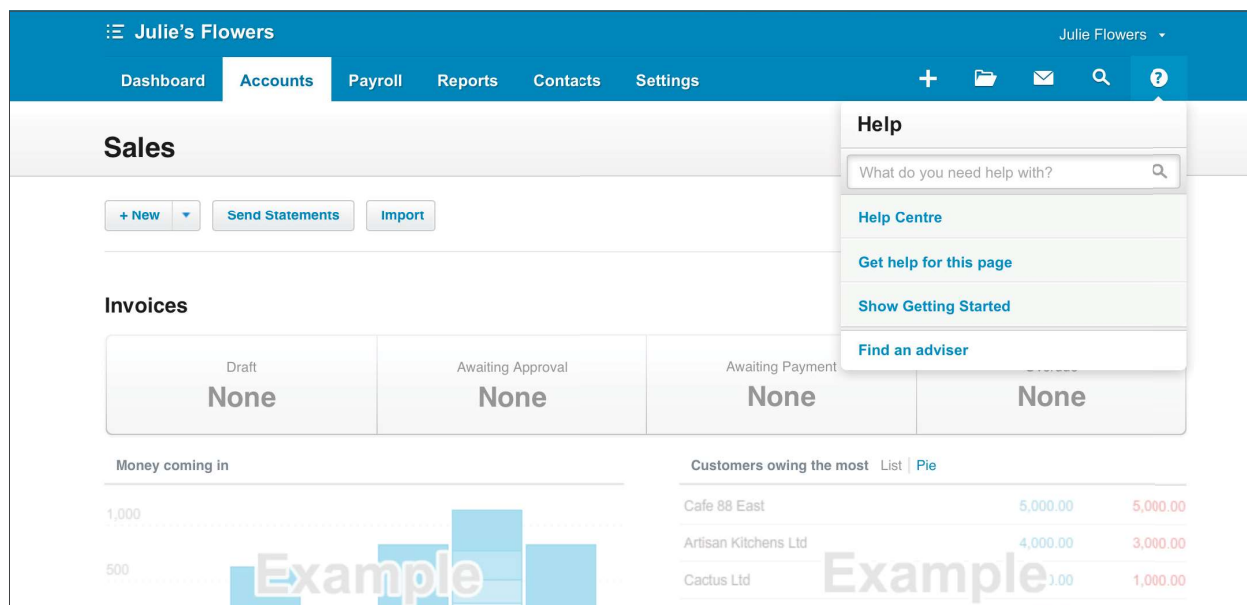
The best way to find what you need in the help centre is to use the search function. For example, if you would like to learn how to send an invoice, searching using the term 'invoice' will bring up articles in order of relevance.

You can also access the help centre from within Xero. This means that you don't have to leave the page to search for help. The next exercise will show you how.

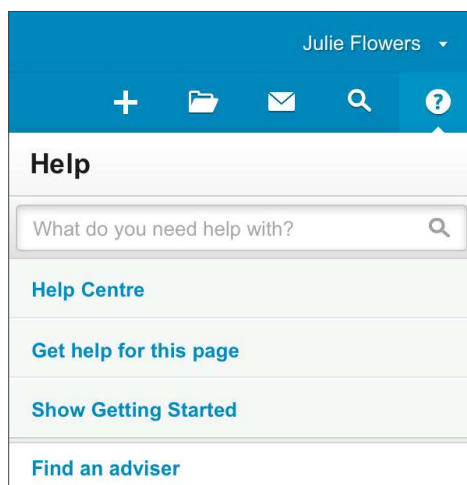
EXERCISE 1.3

In this exercise, you will learn where to access help from within Xero.

1. Starting on the Dashboard of Julie's Flowers, click on **Accounts > Sales**
2. From the Sales screen, click on the question mark button 
3. You will see a general link for the help centre here. You will also see an option for 'get help for this page', select this link.

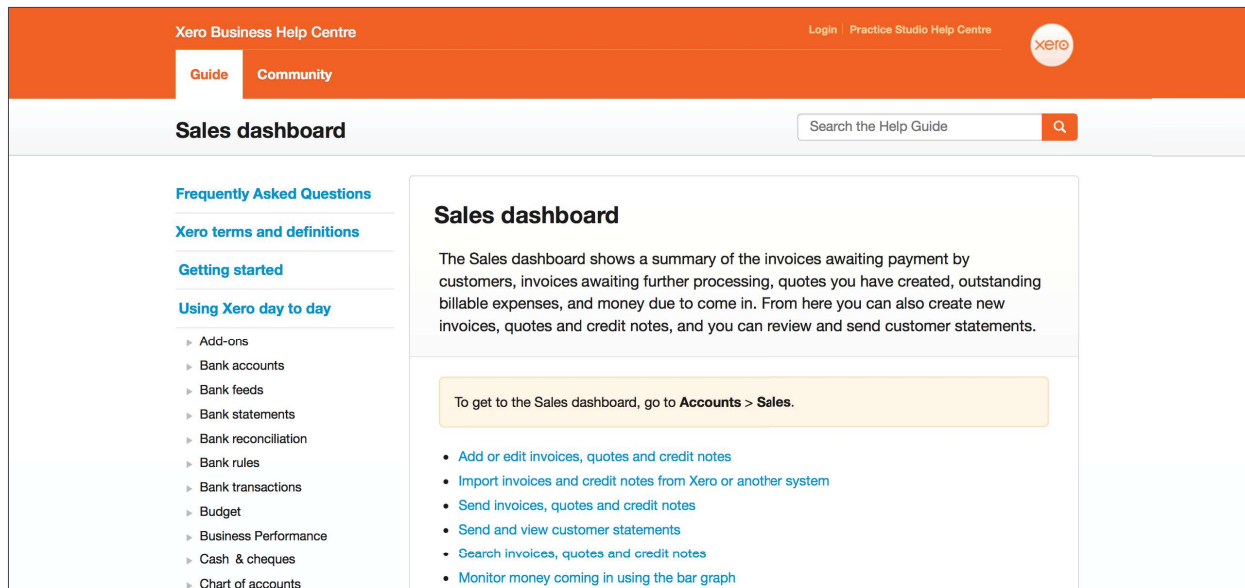


The screenshot shows the Xero interface for 'Julie's Flowers'. The top navigation bar includes 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Contacts', and 'Settings'. The 'Accounts' menu is expanded, showing 'Sales'. The 'Sales' page has a '+ New' button, 'Send Statements', and 'Import' buttons. Below these are 'Invoices' with status filters: Draft (None), Awaiting Approval (None), Awaiting Payment (None), and a 'None' filter. A bar chart titled 'Money coming in' shows a peak in the middle. A table titled 'Customers owing the most' lists 'Cafe 88 East' (5,000.00), 'Artisan Kitchens Ltd' (4,000.00), and 'Cactus Ltd' (1,000.00). The 'Help' menu is open, showing options: 'Help Centre', 'Get help for this page', 'Show Getting Started', and 'Find an adviser'.



This is a close-up of the 'Help' menu. It features a search bar with the placeholder text 'What do you need help with?'. Below the search bar are four links: 'Help Centre', 'Get help for this page', 'Show Getting Started', and 'Find an adviser'.

You'll be taken directly to the article relevant for the page, in the Xero help centre:



Whichever page you are on within Xero, you will be able to use the 'Get help for this page' to learn about a particular function.

Importing and Exporting data

Along with entering information directly into Xero, there are certain functions of Xero which allow for bulk upload of transactions and other data via .CSV file, or other spreadsheet types.

This type of upload is particularly helpful if you have a large amount of data to enter or update at one time.

Not every function in Xero allows for this type of upload, but some key areas that do are:

Function	Formats
Invoices (AR)	.CSV, .TXT
Bills (AP)	.CSV, .TXT
Bank Statements	.CSV, .OFX, .QIF
Chart of Accounts	.CSV, .TXT
Contacts	.CSV, .TXT
Inventory Items	.CSV, .TXT
Fixed Assets	.CSV, .TXT

Along with bringing information into Xero via import, you are also able to export data from Xero into certain file types.

In addition to exporting data from certain fields in CSV format, in some cases you are able to export in Google Docs, .XLS and PDF format.


For a full list of fields, and which file types and templates to use for import and export, please refer to our help centre article: <https://help.xero.com/au/ImportExport>

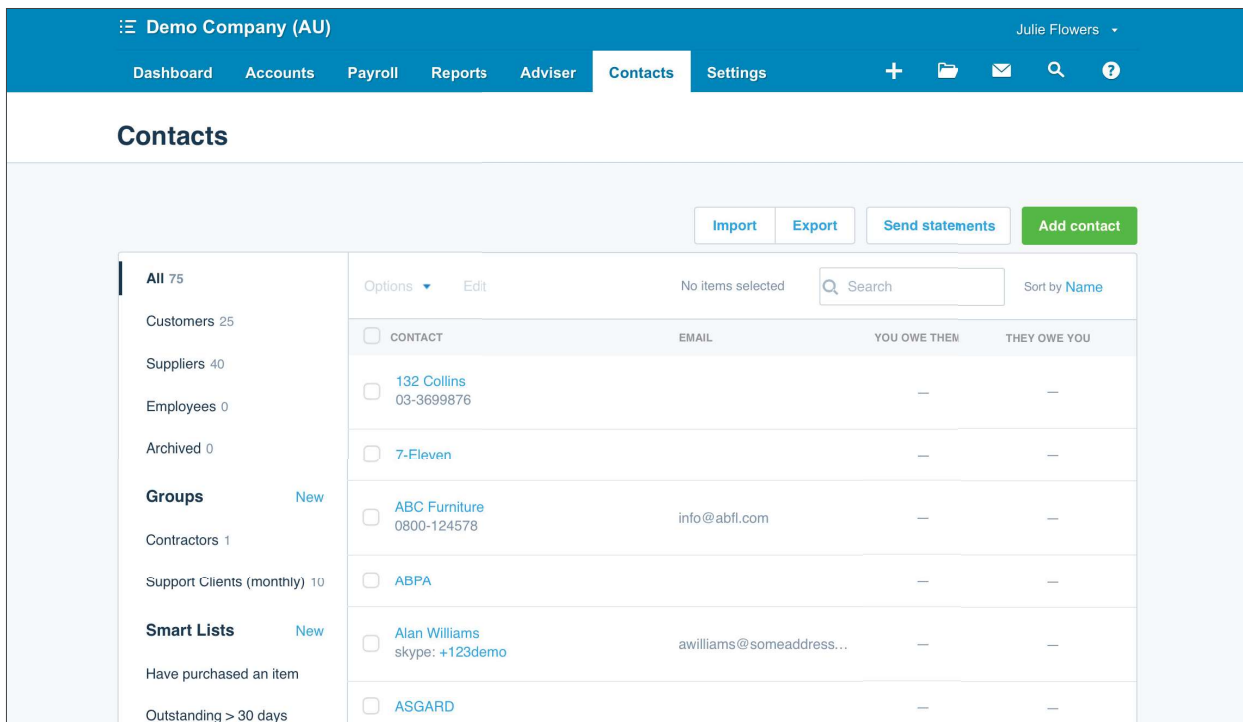
Notes

EXERCISE 1.4


The following exercise is designed to teach you how the CSV export and import process works, and will allow you to apply the principles learned in other exercises in later in this course.

You will use the Demo Company to export a contacts list, and you will then import the contacts into your Julie's Flowers trial.

1. Navigate to the Demo Company dashboard (if you recall, you can switch between your Xero organisations from the  menu at the top left of your screen). Click on **Contacts** > **All Contacts**. You will see a list of sample contacts.



The screenshot shows the Xero Demo Company (AU) interface. The top navigation bar includes links for Dashboard, Accounts, Payroll, Reports, Adviser, Contacts, and Settings. The 'Contacts' tab is active. On the left, a sidebar shows filters for All (75), Customers (25), Suppliers (40), Employees (0), Archived (0), Groups (New), Contractors (1), Support Clients (monthly) (10), Smart Lists (New), Have purchased an item, and Outstanding > 30 days. The main area displays a table of contacts with columns: CONTACT, EMAIL, YOU OWE THEM, and THEY OWE YOU. The table lists several sample contacts, including 132 Collins, 7-Eleven, ABC Furniture, ABPA, Alan Williams, and ASGARD. Above the table, there are buttons for Import, Export, Send statements, and Add contact. A search bar and a 'Sort by Name' dropdown are also present.

2. Click on the 'Export' button, which is above where the contacts are listed. This will export all of the sample contacts into a CSV file. The download should begin automatically and will be named: Contacts.csv
3. Once the download is complete, open Contacts.csv in MS Excel (or another spreadsheet application)
4. Save the CSV to a readily accessible folder of your choice (e.g. Documents, Desktop). Ensure that the name and file extension remains as .csv
5. From the Demo Company, navigate back to your Julie's Flowers trial organisation. Click on the  icon > **Julie's Flowers**.

A	B	C	D	E	F	G	H
*ContactName	AccountNumber	EmailAddress	FirstName	LastName	POAttentionTo	POAddressLine1	POAddressLine2
132 Collins							
7-Eleven							
ABC Furniture		info@abfl.com	Trish	Rawlings			
ABPA							
Alan Williams		awilliams@someaddress.co					
ASGARD							
ATO							
Bank							
Bank West		procteam@bwb.co				Procurement	GPO 1234
Bankrock Station							
Basket Case					Mary Munn	Shop 14 Ridgeway Mall	500 River Road
Bayside Club		secretarybob@bsclub.co	Bob	Partridge	Club Secretary	P O Box 3354	South Mailing
Bayside Wholesale							
Berry Brew							
Blue Winn Polytechnic							
Boom FM		boom@radioz.co				Radio OZ House	P O Box 5768
Brunswick Petals							
Business Savings Bank							
Capital Cab Co							
Carlton Technical Books							
Carruthers & Smale						P O Box 3331	GPO
Central Copiers							
Central Documentation Services							
City Ambassadors Association						P O Box 4321	Central Mailing
City Limousines		scott@citylimousines.com	Scott	Mercer		13 Waverly Park Rd	
Cube Land		info@cubeland.co				13 Matilda Ave	Southbank



Info: You will notice that the columns headings across the top match the entry fields in Xero. e.g. ***ContactName** and **EmailAddress**.

You might recognise these fields from the Contacts screen in the Demo Company. The column headings serve as a map for Xero to direct where the data should go when the CSV is imported.

Some columns contain an asterisk (*), in this case the ***ContactName** field, anytime you see a (*) next to a column, this is a required field. The required columns in the import file must have data populated in them in order for the import to process to work successfully.

The rows represent all of the contact entries that have been exported from Xero.

Under the required field ***ContactName**, there is an entry for each and every contact.

As the other rows are not required fields, there are some fields containing information and some fields which have been left blank e.g. **EmailAddress**.



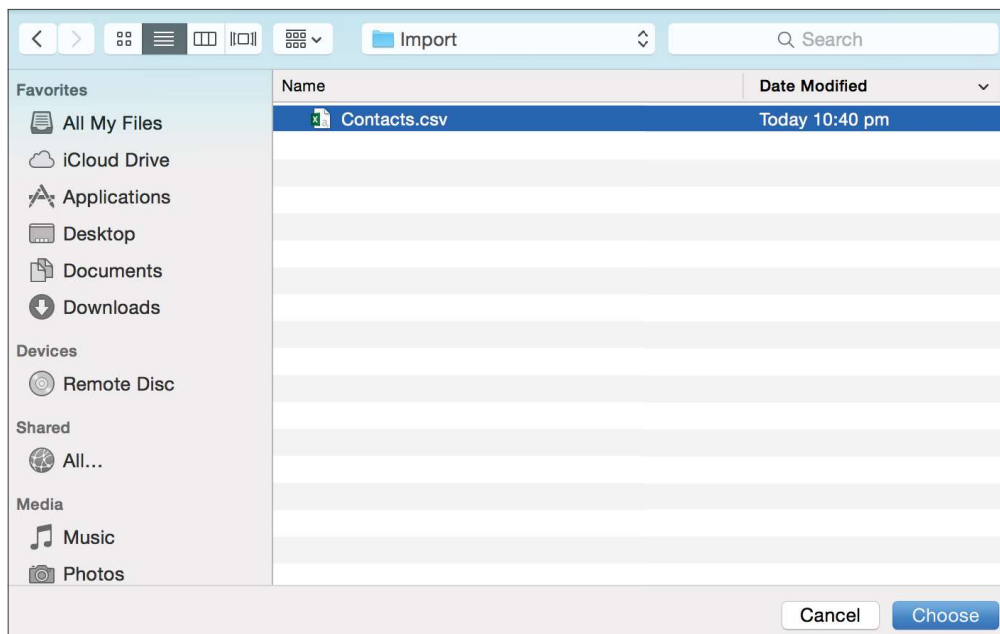
Important: It's very important not to change the the column headings. Renaming, deleting, or changing the order of the rows along the top will cause the import to fail.

6. Click into **Contacts > All Contacts**, which should be empty.

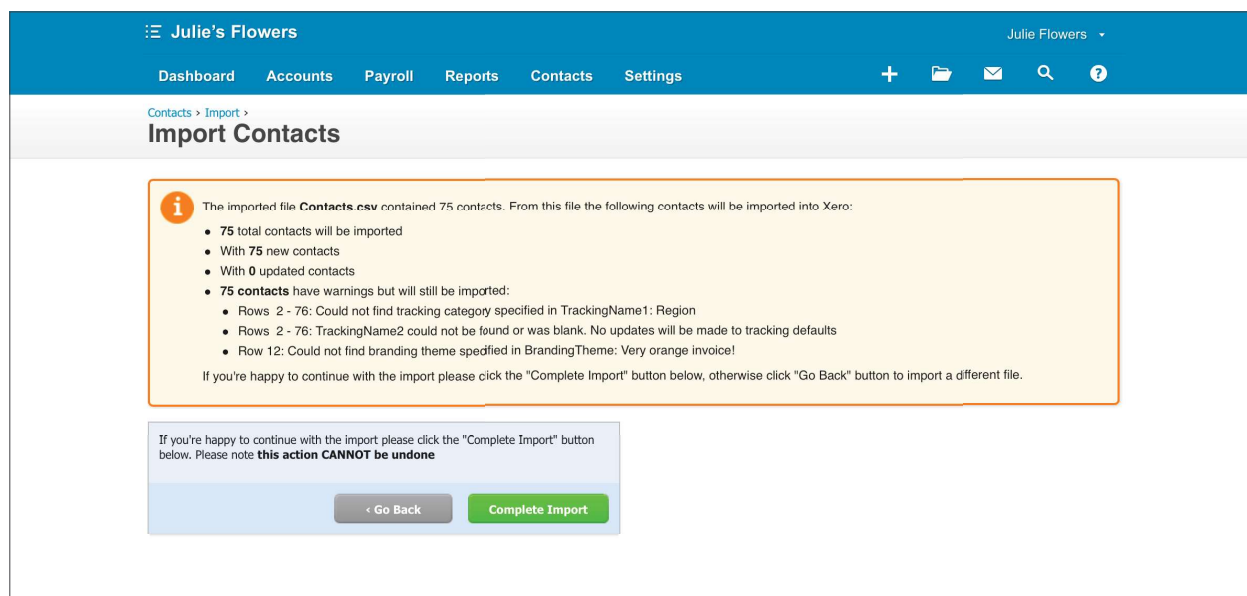
The screenshot shows the 'Import Contacts' page in the Julie's Flowers Xero interface. The page has a blue header with the company name 'Julie's Flowers' and navigation links: Dashboard, Accounts, Payroll, Reports, Contacts, and Settings. The 'Contacts' link is active. Below the header, the page title is 'Import Contacts'. A message states: 'To import contacts from another system please follow the steps below...'. The page is divided into three steps:

- Step 1. Download our contacts template file**
Start by downloading our contacts CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import your contact data.
[Download template file](#)
- Step 2. Copy your contacts into the template**
Export your contacts from your old system as a comma separated list. Using Excel or another spreadsheet editor, copy and paste your contacts from the exported file into the Xero template. Make sure the contact data you copy matches the column headings provided in the template.
IMPORTANT: Do not change the column headings in the template file. These need to be unchanged for the import to work in the next step.
- Step 3. Import the updated template file**
Choose a file to import
[Browse](#) No file selected
The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either **.csv** or **.txt**.
How do you want Xero to handle empty fields when updating existing contacts?
☒ Ignore empty fields
☐ Empty fields will delete existing information
[Help on updating existing Contacts](#)
[Import](#) [Cancel](#)

7. Click **Import**. [Import](#)
8. As we already have a contacts template ready to import, skip Step 2 on the import page and click on the **Browse** button. [Browse](#)
9. This will allow you to select the Contacts.csv file that you saved earlier. Select this file and click [Open](#) or [Choose](#)
10. Ensure that **Ignore Empty Fields** is selected.



11. Click **Import**.
12. An orange dialogue box will appear on the next screen which outlines what changes are occurring. If there are errors, warnings or if the import is rejected then this page will contain relevant information on why.



13. Click on **Complete Import**.

Julie's Flowers Julie Flowers ▾

Dashboard Accounts Payroll Reports **Contacts** Settings + 📁 📧 🔍 ?

Contacts

✓ 75 contacts added. 0 contacts updated.

Import Export Send statements Add contact

All 75
Customers 0
Suppliers 0
Employees 0
Archived 0
Groups New
No groups
Smart Lists New
Have purchased an item
Outstanding > 30 days

Options ▾ Edit No items selected 🔍 Search Sort by Name

<input type="checkbox"/> CONTACT	EMAIL	YOU OWE THEM	THEY OWE YOU
<input type="checkbox"/> 132 Collins 03-3699876		—	—
<input type="checkbox"/> 7 Elovon		—	—
<input type="checkbox"/> ABC Furniture 0800-124578	info@abfl.com	—	—
<input type="checkbox"/> ABPA		—	—
<input type="checkbox"/> Alan Williams skype: +123demo	awilliams@someaddress...	—	—

Now that the import is complete, you will see that each row contained in the CSV file, has been converted into a contact entry.

Backups and Security

To ensure system integrity, Xero takes care of backing up organisation data and has strict security procedures in place. We list all of our security practices on [our website](#).

Xero also provides additional security tools. These include:

- Two-step authentication (2SA): 2SA combines something you know (your email address and Xero password) and something you have (an app on your device creates a code) to create a second layer of protection for your account. This is available to all Xero users.
- Login history tab: each organisation on Xero contains a login history tab on the dashboard. This allows you to see the timestamp, location and IP address of each login to that account. This allows the user to spot unusual activity.



EXERCISE 1.5

Backup and Security Requirements - Case Study

Julie's Flowers has decided to change their accounting software. They would like to use Xero, but as part of their due diligence, they would like to investigate the security and backup policies of the software.

They would like to have a cloud based service that automatically takes on the task of backup, so that the risk of losing their own data is eliminated and so an offline backup is not required. Xero provides online backups only, which suits them fine.

Based on the case study and using Xero's security feature page [here](#) answer the following questions:

1. Julie's Flowers requires that the data is backed up. Does Xero provide backups of the software?

2. Which of the following security and backup features does Xero NOT have?

- ☐ Two-step Authentication
- ☐ Offline backup
- ☐ Encryption for data storage



Info: For more detailed information about our backup and security practices and policies, please see our Cloud Security page: <https://www.xero.com/au/accounting-software/security/>

Check your progress

Skills	Complete
Sign up for a Xero account	
Sign up for a trial organisation for Julie's Flowers	
Navigate to the My Xero page	
Access the Demo Company	
Navigate to the help.xero.com	
Export contact data out of the Demo Company	
Import contact data into the Julie's Flowers trial	
Answer the questions from the security and backup case study	

Notes

[illegible]



2. Setting up Xero Basics

Learning Outcomes

By the end of this module, you will be able to:

- [access the general settings page](#)
 - [enter organisation settings](#)
 - [enter financial settings](#)
 - [enter a conversion date](#)
 - [change user access](#)
 - [add users](#)
 - [view user activity](#)
-

SETTING UP XERO BASICS

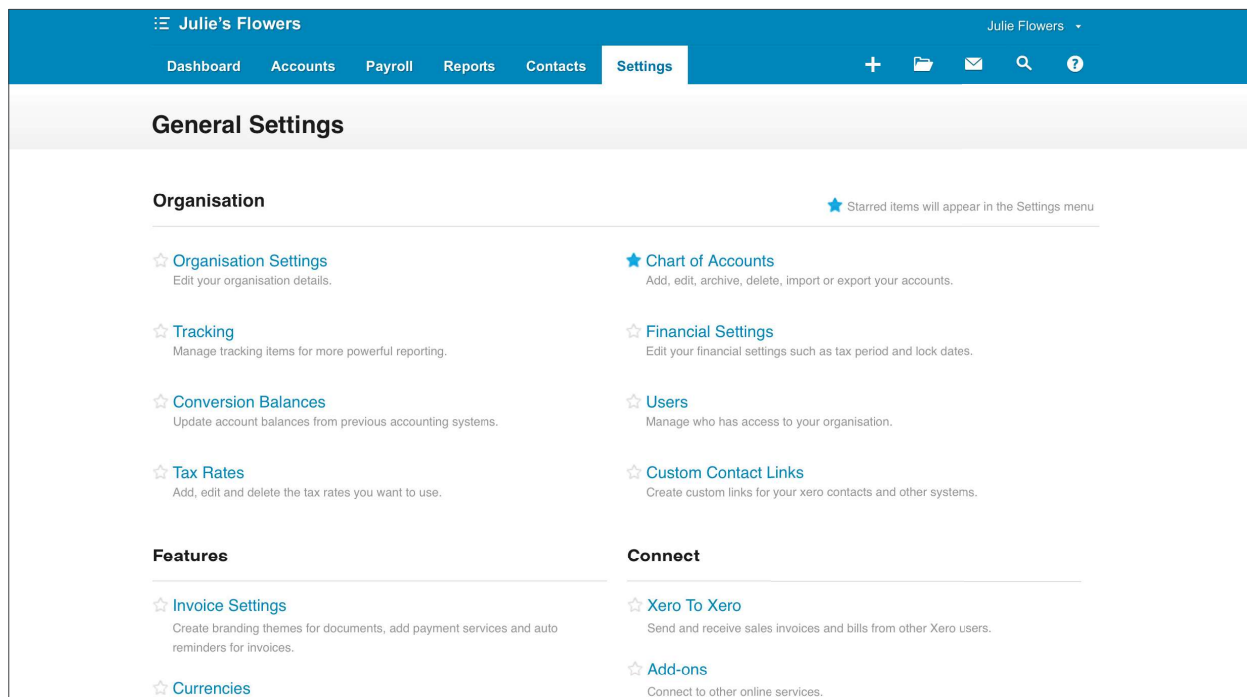
General Settings


In a Xero organisation, the General Settings page is where you can enter and update details about the organisation.

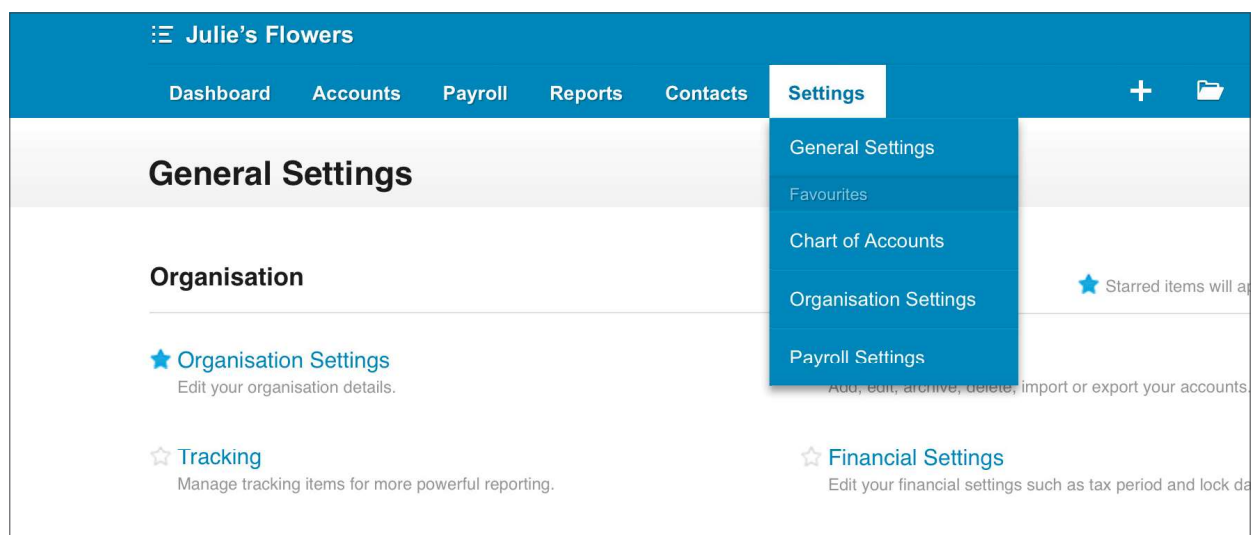
When you set up an organisation, there are certain details that should be added before the organisation is used. In this session, you will learn how to enter these basic settings.

If any details about the organisation change, it's easy to go back to the **Settings** page and update the details.

To access the General Settings page from the Dashboard, click **Settings > General Settings**



 **Important:** anytime you see the star next to something on the Settings page (or elsewhere in Xero), you are able to click on this star to favourite it, or click again to remove the favourite. Favourites will allow the function to pop up in the drop down list, as shown below.



The screenshot shows the Xero interface for 'Julie's Flowers'. The top navigation bar includes 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Contacts', and 'Settings'. The 'Settings' dropdown menu is open, showing options: 'General Settings', 'Favourites', 'Chart of Accounts', 'Organisation Settings', and 'Payroll Settings'. The main content area is titled 'General Settings' and contains three sections: 'Organisation' with 'Organisation Settings' (marked with a star) and 'Tracking' (marked with a star); 'Financial Settings' (marked with a star); and a 'Favourites' section on the right with a star icon and the text 'Starred items will appear here'.

Organisation Settings

The first details that should be added when you create a new Xero organisation are the organisation settings. This page contains the most basic details about an organisation and contact details.



EXERCISE 2.1

In this exercise you will enter the organisation details for Julie's Flowers.

1. In the **Organisation** section click > **Organisation Settings**
2. Select 'off' for include some of your information on the online invoices you send.
3. The details that you entered in the setup phase are already in here. Enter the additional information into the fields in organisation settings.

Field	Information	Notes
ABN	84111122223	Only valid ABN's can be entered
Organisation description	Beautiful flowers for special occasions, weddings and events.	
Postal address	380 Bank Street, South Melbourne, VIC, 3205	If you are entering a real address you can use 'Quick find'
Physical address	380 Bank Street, South Melbourne, VIC, 3205	Click checkbox 'same as postal address'
Telephone	03 3831 12345	
Email	juliesflowers123@gmail.com	
Website	www.juliesflowers.com.au	
Twitter	@juliesflowers	Click +contact field and select 'Twitter'

4. Click Save

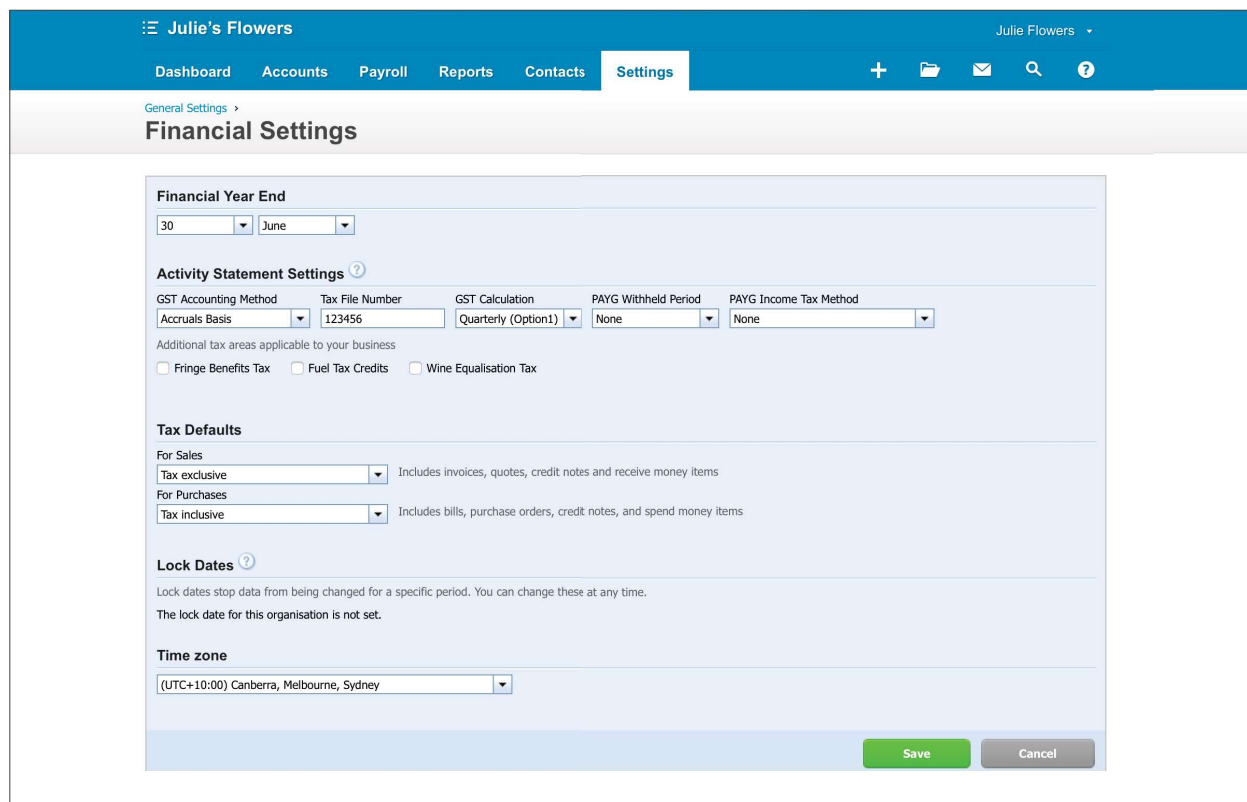
Financial Settings

Financial settings should be entered before any work is done in the organisation. The **Financial Settings** page contains financial and tax details for the organisation.

EXERCISE 2.2

In this exercise you will review and enter the financial details for Julie's Flowers.

1. Go to **Settings > General Settings**
2. In the **Organisation** section click > **Financial Settings**
3. Details that were entered and confirmed in the setup phase have been updated here. Enter '123456' into the **Tax File Number** field.
4. Take a look at the rest of the fields in this page for your reference, and click **Save**



The screenshot displays the 'Financial Settings' page in Xero for 'Julie's Flowers'. The page is divided into several sections:

- Financial Year End:** Set to '30' and 'June'.
- Activity Statement Settings:** Includes fields for 'GST Accounting Method' (Accruals Basis), 'Tax File Number' (123456), 'GST Calculation' (Quarterly (Option1)), 'PAYG Withheld Period' (None), and 'PAYG Income Tax Method' (None). There are also checkboxes for 'Fringe Benefits Tax', 'Fuel Tax Credits', and 'Wine Equalisation Tax'.
- Tax Defaults:** Includes 'For Sales' (Tax exclusive) and 'For Purchases' (Tax inclusive) with descriptions of what they include.
- Lock Dates:** A section with a question mark icon, stating 'Lock dates stop data from being changed for a specific period. You can change these at any time. The lock date for this organisation is not set.'
- Time zone:** Set to '(UTC+10:00) Canberra, Melbourne, Sydney'.

At the bottom right, there are 'Save' and 'Cancel' buttons.

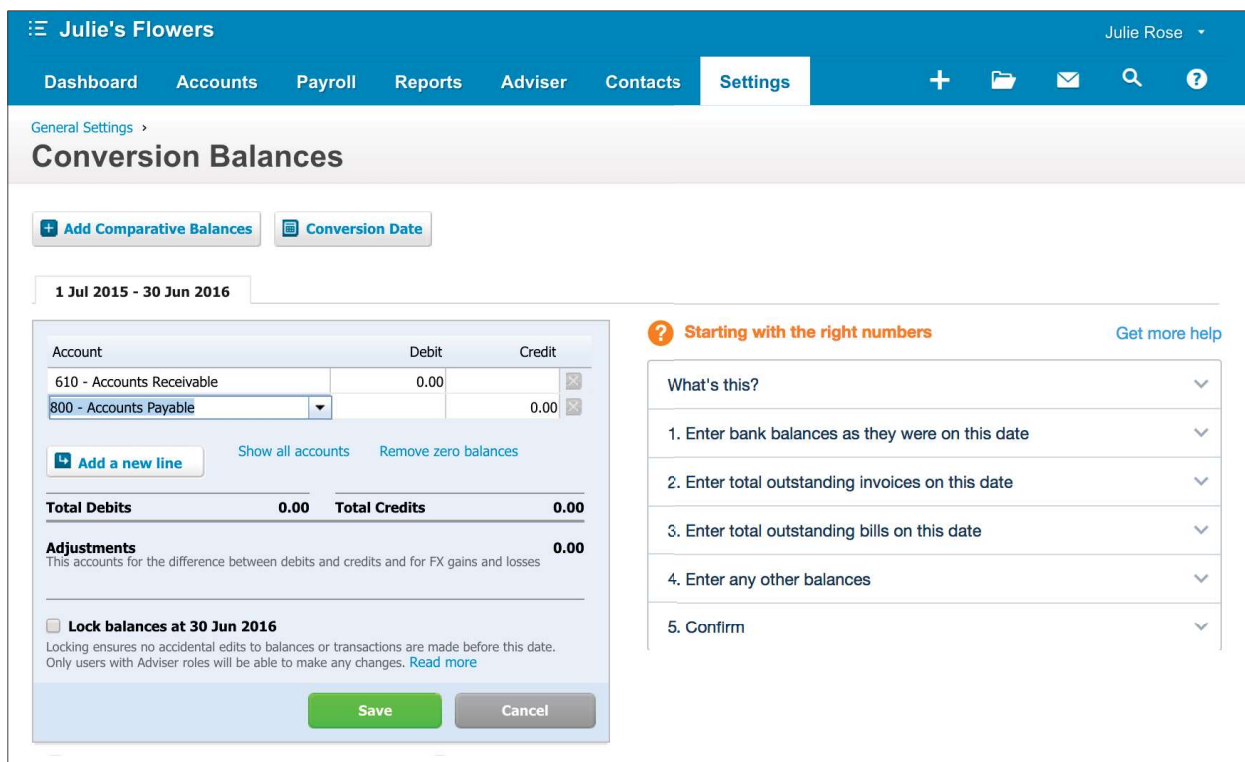
Conversion Date

The conversion date (or start date) is the date you choose to start entering your day-to-day transactions into Xero. This date is extremely important for entering conversion balances, which we will set up later in the course. The conversion date must be the start of a month, and it's recommended that you set it to the beginning of a reporting period (e.g. BAS or Financial Year). As long as you backdate all transactions, you can set the conversion date to a date in the past.

EXERCISE 2.3

In this exercise, we'll enter a conversion date for Julie's Flowers.

1. Go to **Settings > General Settings**
2. In the Organisation section click > **Conversion Balances**



Julie's Flowers Julie Rose ▾

Dashboard Accounts Payroll Reports Adviser Contacts **Settings** + 📁 ✉ 🔍 ?

General Settings >

Conversion Balances

[+ Add Comparative Balances](#) [Conversion Date](#)

1 Jul 2015 - 30 Jun 2016

Account	Debit	Credit
610 - Accounts Receivable	0.00	
800 - Accounts Payable		0.00

[+ Add a new line](#) [Show all accounts](#) [Remove zero balances](#)

Total Debits 0.00 **Total Credits** 0.00

Adjustments 0.00
This accounts for the difference between debits and credits and for FX gains and losses

☐ **Lock balances at 30 Jun 2016**
Locking ensures no accidental edits to balances or transactions are made before this date. Only users with Adviser roles will be able to make any changes. [Read more](#)

[Save](#) [Cancel](#)

? Starting with the right numbers [Get more help](#)

What's this? ▾

1. Enter bank balances as they were on this date ▾
2. Enter total outstanding invoices on this date ▾
3. Enter total outstanding bills on this date ▾
4. Enter any other balances ▾
5. Confirm ▾

3. Click on **Conversion Date** [Conversion Date](#)
4. Select the month as 'July' and year as '2016'.

The screenshot shows the Xero interface for 'Julie's Flowers'. The top navigation bar includes 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Contacts', and 'Settings'. The 'Settings' tab is active. Below the navigation bar, the page title is 'Conversion Date'. A modal window titled 'Conversion Date' is displayed, containing the following text: 'Enter the date that you began processing all your transactions in Xero. It's easiest when you set your conversion date to be the start of a GST period. [Tips for Choosing a Conversion Date.](#)'. Below this text are two dropdown menus: 'Month' (set to 'July') and 'Year' (set to '2016'). A red note states: 'For this conversion date you need to enter conversion balances (also known as opening balances) as at: **30 Jun 2016**.' At the bottom of the modal are 'Save' and 'Cancel' buttons.

5. Click **Save** 

Users

Xero allows each organisation to add unlimited users for free.

Each user of the organisation will have their own Xero account, and can be invited into multiple organisations. An individual Xero user can only see the Xero organisations that they have been invited into, or that they have created.

As the user who initially setup the Julie's Flowers organisation, you are the 'subscriber'. The subscriber has control over who is included as a user, and the different access levels of users in an organisation.

There are a number of different user roles available. Some users may only need to send an invoice, whereas others will need to see reports or bank accounts. Other users will need access to all features.

Here are the main user roles and details of their access:

Role	Features
None	Used only for employees who need to update a timesheet or use the payroll feature (optional), no access to other organisation data.
Read Only	Can only view invoices and reports.
Invoice Only	Can only create invoice and purchase transactions (option to limit to one or the other). No access to other areas of organisation.
Standard	Access to most features, apart from the 'adviser' tab. Option to add cash coding access (bank reconciliation tool), and remove reporting access. Also option to add user management, payroll admin and contact bank account admin privileges.
Adviser	Access to all features, including the 'Adviser' tab - which contains additional features for advisers. Option to add user management, payroll admin and contact bank account admin privileges.

When you sign up for an organisation you are automatically assigned the Standard user role.



EXERCISE 2.4

In this exercise, you will learn how to change your role to advise, and also how to add a new user.

1. Go to **Settings > General Settings**
2. In the **Organisation** section select **> Users**

General Settings >

Users

Collaborate as a team in Xero – [Invite staff and advisors](#) as additional users

See how to add users and [set up permissions](#)

See our [help article](#) to learn more

What's this?

+ Invite a User
+ Invite Xero Support

Users
Recent Activity

Name	Permissions	Two-step authentication	Status	Last Login	Logins this week
Julie Flowers (Subscriber)	Standard + Manage Users + Payroll Administration + Contact Bank Account Administration		Active	5 Jul 2016 11:02 p.m.	4

[Understand user role details](#)

- Click on your own user account

The screenshot shows the 'Julie's Flowers' user settings page for Julie Rose. The page has a blue header with the company name and navigation tabs: Dashboard, Accounts, Payroll, Reports, Adviser, Contacts, and Settings. The 'Settings' tab is active. Below the header, there's a breadcrumb 'General Settings > Users >' and the user's name 'Julie Rose'. A yellow warning box states: 'This user controls billing information for this organisation. This user can only have a role of Standard or Adviser.' Below this, a 'What's this?' link is present. The main content area is titled 'Active' and shows the user's email 'julesflowersxero@gmail.com'. Under 'Access to the accounts', it says 'Choose the user's level of access to this organisation's accounts:'. A table shows access levels for various functions: Bank reconciliation, Invoices, Edit settings, View reports, Publish reports, and Lock dates. The 'Adviser' role is selected, showing full access (green checkmarks) for all functions. Below the table, there are three checkboxes: 'Manage Users' (checked), 'Payroll Admin' (checked), and 'Contact Bank Account Admin' (checked). At the bottom, there's a 'Save' button and a 'Cancel' button.

Julie's Flowers Julie Rose

Dashboard Accounts Payroll Reports Adviser Contacts Settings

General Settings > Users > Julie Rose

Julie Rose
julesflowersxero@gmail.com

Access to the accounts
Choose the user's level of access to this organisation's accounts:

	Bank reconciliation ?	Invoices ?	Edit settings ?	View reports ?	Publish reports ?	Lock dates ?
<input type="radio"/> Standard	Non Cash Coding	✓	✓	All Reports	✗	✗
<input checked="" type="radio"/> Adviser	✓	✓	✓	✓	✓	✓

☒ **Manage Users** Allow this user to add and remove users and change permissions ?

☒ **Payroll Admin** Allow this user full payroll access, including preparing & posting pay runs and payroll reporting

☒ **Contact Bank Account Admin** Allow this user to add and edit bank account details held for customers and suppliers

[Understand user role details](#) **Save** **Cancel**

- Select **adviser** and click



- Click on **Invite a User**

The screenshot shows the 'Julie's Flowers' 'Invite a User' page. The page has a blue header with the company name and navigation tabs: Dashboard, Accounts, Payroll, Reports, Adviser, Contacts, and Settings. The 'Settings' tab is active. Below the header, there's a breadcrumb 'General Settings > Users >' and the title 'Invite a User'. A 'What's this?' link is present. The main content area is titled 'Enter their details' and has three input fields for 'First Name', 'Last Name', and 'Email'. Below this, under 'Access to the accounts', it says 'Choose the user's level of access to this organisation's accounts:'. A table shows access levels for various functions: Bank reconciliation, Invoices, Edit settings, View reports, Publish reports, and Lock dates. The 'Standard' role is selected, showing full access (green checkmarks) for all functions. Below the table, there are three checkboxes: 'Manage Users' (unchecked), 'Payroll Admin' (unchecked), and 'Contact Bank Account Admin' (unchecked). At the bottom, there's a 'Continue' button and a 'Cancel' button.

Julie's Flowers Julie Flowers

Dashboard Accounts Payroll Reports Adviser Contacts Settings

General Settings > Users > Invite a User

Enter their details

First Name Last Name Email

Access to the accounts
Choose the user's level of access to this organisation's accounts:

	Bank reconciliation ?	Invoices ?	Edit settings ?	View reports ?	Publish reports ?	Lock dates ?
<input type="radio"/> None	✗	✗	✗	✗	✗	✗
<input type="radio"/> Read Only	✗	Read only	✗	Read only	✗	✗
<input type="radio"/> Invoice Only	✗	Draft only	✗	✗	✗	✗
<input checked="" type="radio"/> Standard	Non Cash Coding	✓	✓	All Reports	✗	✗
<input type="radio"/> Adviser	✓	✓	✓	✓	✓	✓

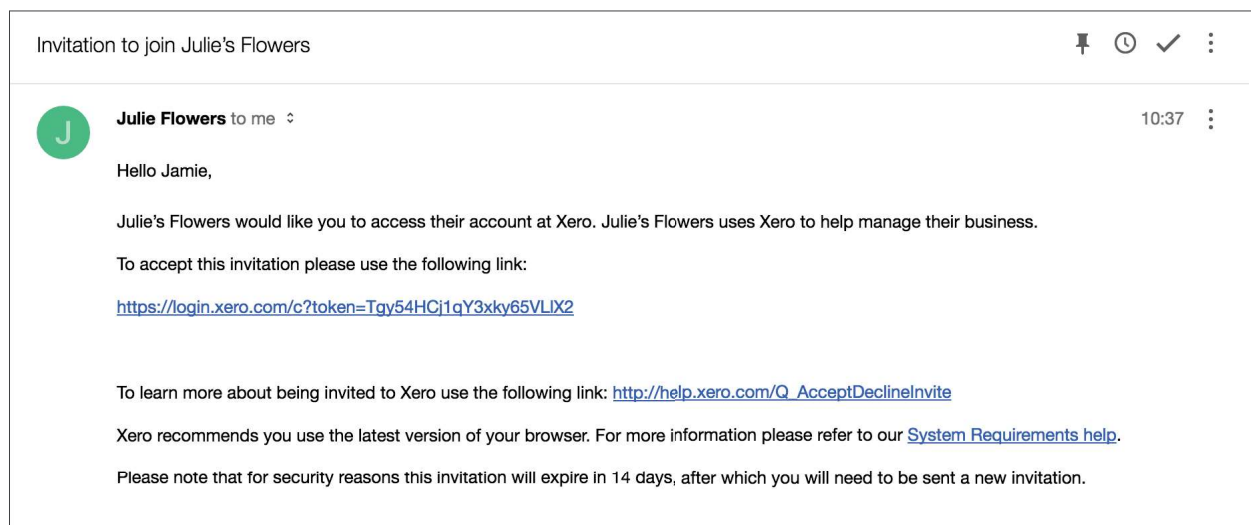
☐ **Manage Users** Allow this user to add and remove users and change permissions

☐ **Payroll Admin** Allow this user full payroll access, including preparing & posting pay runs and payroll reporting

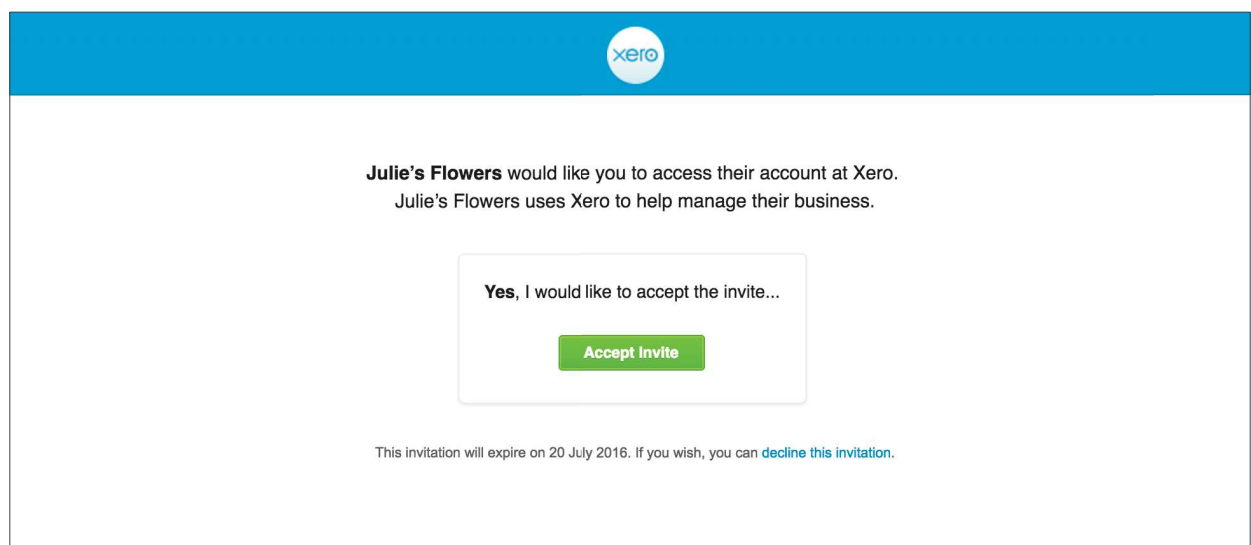
☐ **Contact Bank Account Admin** Allow this user to add and edit bank account details held for customers and suppliers

[Understand user role details](#) **Continue** **Cancel**

6. Enter a value in First Name, Last Name and an additional email address that you have access to (this has to be different to the email address that you signed up to Xero with).
7. Ensure that you have selected the **Standard** user role, and click on **Continue**.
8. This will bring up an invitation screen, this is a message that you can customise before you send to the new user of the organisation. Feel free to customise this, and then click on **Send Invite**.
9. Go to the inbox of the email address that you listed in the email field. The user account invitation sent in step 7 should arrive after 1-2 minutes.



10. Click on the link in the message to accept the invitation.



11. This will allow you to create a new Xero account under this email address (or login if the email address is already associated with a Xero account). This isn't necessary to do, as you won't be using this account for further exercises, but is designed to give you an idea of the user invite process.



EXERCISE 2.5

Julie's Flowers has just employed a new staff member, Eve, to deliver flower orders to customers. Certain Julie's Flowers customers have an arrangement to be invoiced, on the spot, once they have received their delivery of flowers.

The easiest way for this to happen is for Eve to send an invoice from Xero to the customer while on the job. Julie has allowed her to have sufficient privileges to send approved invoices, rather than saving them as drafts for approval before sending. Eve has been given the email address: eve@juliesflowers.com.

1. Using the above information from the case study, add Eve as a user of the Julie's Flowers Xero organisation, using the appropriate user role level.

History and Notes

In an organisation, each time a user logs into Xero you will be able to see their name and a timestamp of their login.

This log is viewable to all Standard and adviser user roles. This will give you visibility into who is accessing the organisation and when.



EXERCISE 2.6

To access the the user history page in the Julie's Flowers organisation, click on the **Recent Activity** tab.

The screenshot shows the Xero 'Users' page for 'Julie's Flowers'. The 'Settings' menu is active, and the 'Recent Activity' tab is selected. Below the tabs, there is a table with two columns: 'Name' and 'Login Date'. The table lists four entries, all for 'Julie Flowers', with login dates on Tuesday, 5 July 2016.

Name	Login Date
Julie Flowers	Tuesday, 5 July 2016 11:02 p.m.
Julie Flowers	Tuesday, 5 July 2016 6:06 p.m.
Julie Flowers	Tuesday, 5 July 2016 6:00 p.m.
Julie Flowers	Tuesday, 5 July 2016 5:53 p.m.

The following areas of Xero allow for activity by user to be listed in the history and notes section:

- invoices, bills and transactions
- fixed assets
- inventory items
- invoice reminders
- contacts

If you'd like to see what transactional activity has been completed by each user, you are able to see notes and history at the bottom of the page.

The screenshot shows the 'History & Notes' section. It includes a header 'History & Notes', a sub-header 'Created by Julie Flowers on 5 Jul 2016 at 12:20p.m.', and two buttons: 'Hide History (1 change)' and 'Add Note'. Below this is a table with four columns: 'Changes', 'Date', 'User', and 'Details'. The table contains one row showing the creation of the record.

Changes	Date	User	Details
Created	5 Jul 2016 12:20 p.m.	Julie Flowers	

For users with the adviser role, there is a report that displays this activity in a consolidated list.



EXERCISE 2.7

To access this report, click on **Adviser** > **History and Notes Activity**

Julie's Flowers

Julie Flowers

DashboardAccountsPayrollReportsAdviserContactsSettings

+FolderEnvelopeSearchHelp

History & Notes Activity

Period

Items

User

Update

Last week

All Items

All Users

Filter results

Date	Item	Action	User	Notes
5 July 11:04pm	Contact	Created	Julie Flowers	Yarra Transport has been created.
5 July 11:04pm	Contact	Created	Julie Flowers	Xero has been created.
5 July 11:04pm	Contact	Created	Julie Flowers	Woolworths has been created.
5 July 11:04pm	Contact	Created	Julie Flowers	Vodafone has been created.
5 July 11:04pm	Contact	Created	Julie Flowers	Victoria Property Agency has been created.
5 July 11:04pm	Contact	Created	Julie Flowers	Truxton Property Management has been created.
5 July 11:04pm	Contact	Created	Julie Flowers	Tramway's Coffe House has been created.

Check your progress

Skills	Complete
Access General Settings	
Enter Organisation Settings for Julie's Flowers	
Enter Financial Settings for Julie's Flowers	
Enter a Conversion Date for Julie's Flowers	
Change your user access from Standard to adviser	
Simulate adding a user to the Julie's Flowers organisation	
View user activity for Julie's Flowers	

Notes



3. Chart of Accounts

Learning Outcomes

By the end of this module, you will be able to:

- understand the purpose of the chart of accounts
 - import a chart of accounts
 - add an account
 - edit an account
 - delete / archive an account
 - update a tax rate
-

CHART OF ACCOUNTS

Chart of Accounts Basics

The Chart Of Accounts is a listing of all the accounts used in the General Ledger of an accounting system.

It serves as the framework for the organisation, and is how we categorise transactions as they occur in the day-to-day running of a business. Each time a transaction occurs in the organisation, the balance of an account will either increase or decrease.

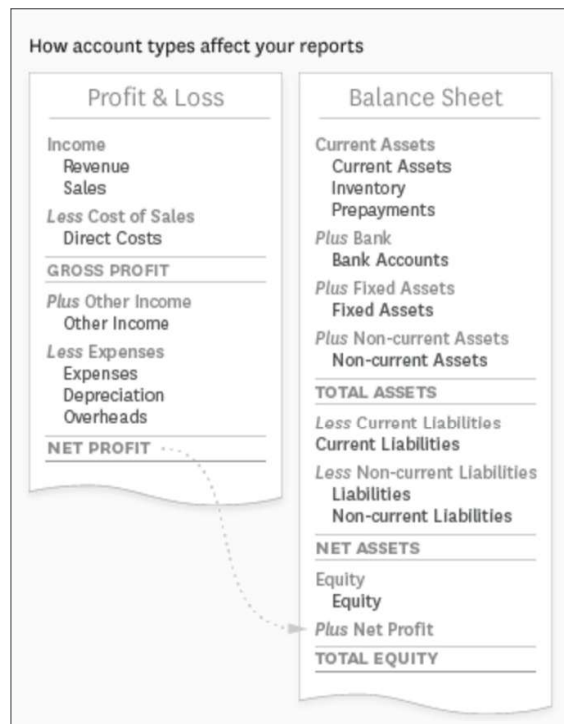
All accounts within the Chart of Accounts fall under 5 main classes: Assets, Liabilities, Equity, Expenses and Revenue.

Xero has broken down classes into specific account types which describe the purpose of the account. Under these 5 main classes, there are 17 account types. Unlike other Accounting software, Xero does not rely on a specific numbering system to determine how the accounts are displayed on the reports. As a result the Chart of Accounts has a lot more flexibility and sub-accounts to fit accounts within a certain number range are a thing of the past.

Account Class	Account Type
Asset	Bank
	Current Asset
	Fixed Asset
	Inventory
	Non-current Asset
	Prepayment
Liabilities	Current Liability
	Liability
	Non-current Liability
Expenses	Depreciation
	Direct Costs
	Expense
	Overhead

Account Class	Account Type
Equity	Equity
Revenue	Other Income
	Revenue
	Sales

⚡ Important: the account type directly influences the layout of reports. The graphic below shows how account types are organised within the Profit and Loss report, and the Balance Sheet report.



When you create a new organisation, you can select the default Chart of Accounts or import your own via CSV.

You can access and work with the chart of accounts by selecting: **Settings > Chart of Accounts**. You will see the tabs contain the main account types.

Clicking on these tabs will allow you to drill down into each of the account types, and view each account that sits in that category.



Certain accounts in Xero are locked system accounts which cannot be removed. This is due to the specific function that they serve in the organisation. Locked accounts are identified by a padlock icon on the chart of accounts screen. It's not recommended that you change anything other than the account code or name for these accounts.

Chart of Accounts

Buttons: Add Account, Add Bank Account, Print PDF, Import, Export

Tabs: All Accounts, Assets, Liabilities, Equity, Expenses, Revenue, Archive

What's this?

Buttons: Delete, Archive, Change Tax Rate, No accounts selected, Search

Code	Name	Type	Tax Rate	YTD
200	Sales Income from any normal business activity	Revenue	GST on Income	0.00
260	Other Revenue Any other income that does not relate to normal business activities and is not recurring	Revenue	GST on Income	0.00
270	Interest Income Interest income	Revenue	GST Free Income	0.00
310	Cost of Goods Sold Cost of goods sold by the business	Direct Costs	GST on Expenses	0.00
400	Advertising Expenses incurred for advertising while trying to increase sales	Expense	GST on Expenses	0.00
404	Bank Fees Fees charged by your bank for transactions regarding your bank account(s).	Expense	GST Free Expenses	0.00
408	Cleaning Expenses incurred for cleaning business property.	Expense	GST on Expenses	0.00
412	Consulting & Accounting Expenses related to paying consultants	Expense	GST on Expenses	0.00

Import a Chart of Accounts

You can import a chart of accounts into Xero by using a CSV import template. This is an efficient method for creating, and also updating a chart of accounts.

If you need to make a lot of changes in bulk, the recommended approach is to edit the chart of accounts with spreadsheet editing software (e.g. MS Excel), using the Xero chart of accounts template and then importing the completed template into your organisation.

You can download a Xero chart of accounts template from your trial, or from the demo company.

Go to **Settings > Chart of Accounts > Import** and along the right under 'Example Files' you will see two different templates to choose from. Clicking on either of these will generate a download of the Xero chart of accounts template.

Julie's Flowers

Dashboard
Accounts
Payroll
Reports
Contacts
Settings

+
File
Email
Search
Help

Import your Chart of Accounts

What system are you importing from?

☒ Xero

☐ MYOB

☐ BankLink

Does the file you are importing contain account balances?

☐ Yes

☒ No / Don't know

Select the file to import

[Browse](#) No file selected

[Import](#) [Cancel](#)

Example files

- [Chart of Accounts CSV file for a GST registered company](#)
- [Chart of Accounts CSV file for a Non-GST registered company](#)

You can import your chart of accounts from:

- MYOB Accounting or AccountRight Standard
- MYOB Accounting Plus or AccountRight Plus
- MYOB Premier or AccountRight Premier
- MYOB Premier Enterprise or AccountRight Enterprise
- MYOB AccountEdge
- BankLink Practice

Tips for importing

Whether you have created your own Chart of Accounts, exported one from your previous accounting system or you are using a Xero Chart of Accounts, you should make sure you follow a few simple guidelines:

- The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .CSV or .TXT.
- Be sure to include all of the active accounts you used in your previous accounting system.
- If you're importing from another accounting system we recommend that you first review your accounts in that system, bringing your accounts up-to-date and removing any accounts that are no longer active, before you import it into Xero.
- [More help for importing Chart of Accounts](#)



EXERCISE 3.1

In this exercise, you will edit and import a chart of accounts into the Julie's Flowers organisation. You will have a sample chart of accounts template to download (ChartOfAccounts.CSV).

- Open the sample chart of accounts file ChartOfAccounts.CSV, in MS Excel, Google Sheets or similar.

ChartOfAccounts									
*Code	*Name	*Type	*Tax Code	Description	Dashboard	Expense Claims	Enable Payments	Balance	
200	Sales	Revenue	GST on Income	Income from any normal business activity	No	No	No		
260	Other Revenue	Revenue	GST on Income	Any other income that does not relate to normal business activities	No	No	No		
270	Interest Income	Revenue	GST Free Income	Interest income	No	No	No		
310	Cost of Goods Sold	Direct Costs	GST on Expenses	Cost of goods sold by the business	No	No	No		
400	Advertising	Expense	GST on Expenses	Expenses incurred for advertising while trying to increase sales	No	Yes	No		
404	Bank Fees	Expense	GST Free Expenses	Fees charged by your bank for transactions regarding your bank account	No	Yes	No		
408	Cleaning	Expense	GST on Expenses	Expenses incurred for cleaning business property.	No	Yes	No		
412	Consulting & Accounting	Expense	GST on Expenses	Expenses related to paying consultants	No	Yes	No		
416	Depreciation	Expense	BAS Excluded	The amount of the asset's cost (based on the useful life) that was	No	No	No		
420	Entertainment	Expense	GST Free Expenses	Expenses paid by company for the business but are not deductible	No	Yes	No		
425	Freight & Courier	Expense	GST on Expenses	Expenses incurred on courier & freight costs	No	Yes	No		
429	General Expenses	Expense	GST on Expenses	General expenses related to the running of the business.	No	Yes	No		
433	Insurance	Expense	GST on Expenses	Expenses incurred for insuring the business' assets	No	Yes	No		
437	Interest Expense	Expense	GST Free Expenses	Any interest expenses paid to ATO, business bank accounts or credit	No	Yes	No		
441	Legal expenses	Expense	GST on Expenses	Expenses incurred on any legal matters	No	Yes	No		
445	Light, Power, Heating	Expense	GST on Expenses	Expenses incurred for lighting, powering or heating the premises	No	Yes	No		
449	Motor Vehicle Expenses	Expense	GST on Expenses	Expenses incurred on the running of company motor vehicles	No	Yes	No		
453	Office Expenses	Expense	GST on Expenses	General expenses related to the running of the business office.	No	Yes	No		
461	Printing & Stationery	Expense	GST on Expenses	Expenses incurred by the entity as a result of printing and stationery	No	Yes	No		
469	Rent	Expense	GST on Expenses	The payment to lease a building or area.	No	Yes	No		
473	Repairs and Maintenance	Expense	GST on Expenses	Expenses incurred on a damaged or run down asset that will bring it	No	Yes	No		
477	Wages and Salaries	Expense	BAS Excluded	Payment to employees in exchange for their resources	No	No	No		
478	Superannuation	Expense	BAS Excluded	Superannuation contributions	No	No	No		
485	Subscriptions	Expense	GST on Expenses	E.g. Magazines, professional bodies.	No	Yes	No		
489	Telephone & Internet	Expense	GST on Expenses	Expenditure incurred from any business-related phone calls, phone	No	Yes	No		
493	Travel - National	Expense	GST on Expenses	Expenses incurred from domestic travel which has a business purpose	No	Yes	No		
494	Travel - International	Expense	GST Free Expenses	Expenses incurred from international travel which has a business purpose	No	Yes	No		
505	Income Tax Expense	Expense	BAS Excluded	A percentage of total earnings paid to the government.	No	No	No		
610	Accounts Receivable	Accounts Receivable	BAS Excluded	Outstanding invoices the company has issued out to the client but not	No	No	No		
620	Prepayments	Current Asset	BAS Excluded	An expenditure that has been paid for in advance.	No	No	No		
630	Inventory	Inventory	BAS Excluded	Value of tracked items for resale.	No	No	No		
710	Office Equipment	Fixed Asset	GST on Capital	Office equipment that is owned and controlled by the business	No	Yes	No		
711	Less Accumulated Depreciation on Office Equipment	Fixed Asset	BAS Excluded	The total amount of office equipment cost that has been consumed	No	No	No		
720	Computer Equipment	Fixed Asset	GST on Capital	Computer equipment that is owned and controlled by the business	Yes	Yes	No		

You will see the three required fields as signified by the (*) asterisk symbol. There are also a number of other columns in the chart of accounts that can be used to update the details of the account.

The rows of this spreadsheet represent the individual accounts that make up the chart of accounts.

Column	Notes
Code (required)	This is the unique identifier for the account. Must be unique, up to 10 characters. Letters, numbers and symbols accepted.
Name (required)	The account name. Use letters, numbers or symbols, Must be unique, up to 150 characters.
Type (required)	There are 17 account types, each type must be spelled correctly. The types (and the class that they belong to) are listed at the beginning of this module, and in the Xero help centre.
Tax Code (required)	Tax codes have to be exactly as they appear in the Xero organisation. Tax rates can be customised in your Settings > Tax Rates .
Description	Optional. Consider using a description to describe the function of the account, or to describe the types of transactions to be coded to the account
Dashboard	You can opt to have an account appear in the Dashboard watchlist, by entering either 'yes' or 'no' in this column.
Expense Claims	You can opt to allow employee expense claims to be allocated to this account or not, by entering 'yes' or 'no' in this column.
Enable Payments	You can opt to have the account appear in the drop-down list of accounts when you're entering a payment directly on an invoice, bill or expense claim. This is a 'yes' or 'no' option.
Balance	You can opt to update a starting balance (conversion balance) for the account. Positive values in this column will be imported as debits, and negative values as credits. Including a value in the Balance column will replace any previously saved Conversion Balance for the account. Be careful not to include any characters other than numbers, or a minus sign to denote a negative balance.

































- In ChartOfAccounts.CSV, insert a new row under the first row (row 1).

As mentioned previously, take care not to change the header row (row 1). Changing the names or order of the columns will cause import errors.

*Code	*Name	*Type	*Tax Code	Description	Dashboard	Expense Claims	Enable Payments	Balance
400	Sales	Revenue	GST on Income	Income from any normal business activity	No	No	No	
460	Other Revenue	Revenue	GST on Income	Any other income that does not relate to normal business activity	No	No	No	
270	Interest Income	Revenue	GST Free Income	Interest income	No	No	No	
310	Cost of Goods Sold	Direct Costs	GST on Expenses	Cost of goods sold by the business	No	No	No	
400	Advertising	Expense	GST on Expenses	Expenses incurred for advertising while trying to increase sales	No	Yes	No	
404	Bank Fees	Expense	GST Free Expenses	Fees charged by your bank for transactions regarding your bank at	No	Yes	No	
408	Cleaning	Expense	GST on Expenses	Expenses incurred for cleaning business property.	No	Yes	No	
412	Consulting & Accounting	Expense	GST on Expenses	Expenses related to paying consultants	No	Yes	No	
416	Depreciation	Expense	BAS Excluded	The amount of the asset's cost (based on the useful life) that was	No	No	No	
420	Entertainment	Expense	GST Free Expenses	Expenses paid by company for the business but are not deductible	No	Yes	No	
425	Freight & Courier	Expense	GST on Expenses	Expenses incurred on courier & freight costs	No	Yes	No	
429	General Expenses	Expense	GST on Expenses	General expenses related to the running of the business.	No	Yes	No	
433	Insurance	Expense	GST on Expenses	Expenses incurred for insuring the business' assets	No	Yes	No	
437	Interest Expense	Expense	GST Free Expenses	Any interest expenses paid to ATO, business bank accounts or cre	No	Yes	No	
441	Legal expenses	Expense	GST on Expenses	Expenses incurred on any legal matters	No	Yes	No	
445	Light, Power, Heating	Expense	GST on Expenses	Expenses incurred for lighting, powering or heating the premises	No	Yes	No	
449	Motor Vehicle Expenses	Expense	GST on Expenses	Expenses incurred on the running of company motor vehicles	No	Yes	No	
453	Office Expenses	Expense	GST on Expenses	General expenses related to the running of the business office.	No	Yes	No	
461	Printing & Stationery	Expense	GST on Expenses	Expenses incurred by the entity as a result of printing and station	No	Yes	No	
469	Rent	Expense	GST on Expenses	The payment to lease a building or area.	No	Yes	No	
473	Repairs and Maintenance	Expense	GST on Expenses	Expenses incurred on a damaged or run down asset that will bring	No	Yes	No	
477	Wages and Salaries	Expense	BAS Excluded	Payment to employees in exchange for their resources	No	No	No	
478	Superannuation	Expense	BAS Excluded	Superannuation contributions	No	No	No	
485	Subscriptions	Expense	GST on Expenses	E.g. Magazines, professional bodies.	No	Yes	No	
489	Telephone & Internet	Expense	GST on Expenses	Expenditure incurred from any business-related phone calls, phon	No	Yes	No	
493	Travel - National	Expense	GST on Expenses	Expenses incurred from domestic travel which has a business purp	No	Yes	No	
494	Travel - International	Expense	GST Free Expenses	Expenses incurred from international travel which has a business	No	Yes	No	
505	Income Tax Expense	Expense	BAS Excluded	A percentage of total earnings paid to the government.	No	No	No	
610	Accounts Receivable	Accounts Receivable	BAS Excluded	Outstanding invoices the company has issued out to the client but	No	No	No	
620	Prepayments	Current Asset	BAS Excluded	An expenditure that has been paid for in advance.	No	No	No	
630	Inventory	Inventory	BAS Excluded	Value of tracked items for resale.	No	No	No	
710	Office Equipment	Fixed Asset	GST on Capital	Office equipment that is owned and controlled by the business	No	Yes	No	
711	Accumulated Depreciation on Office Equipment	Fixed Asset	BAS Excluded	The total amount of office equipment cost that has been accumu	No	No	No	

- Add the following information into the new row. Save your changes to the spreadsheet, ensuring that you keep your file type to .CSV, before continuing to the next step.

Column	Information
Code	495
Name	Loss on Asset Disposal
Type	Expense
Tax Code	GST on Expenses
Dashboard	No
Expense Claims	No
Enable Payments	No

Home						Insert		Page Layout		Formulas		Data		Review		View			
 Paste				Calibri (Body)		12		 		  		 		 Wrap Text		General			
  				 		  		 		 Merge & Center		   							
A1						 		 											
A		B		C		D		E											
1	*Code	*Name		*Type		*Tax Code		Description											
2	495	Loss on Asset Disposal		Expense		GST on Expenses													
3	200	Sales		Revenue		GST on Income		Income from any normal business activity											
4	260	Other Revenue		Revenue		GST on Income		Any other income that does not relate to normal business activities											
5	270	Interest Income		Revenue		GST Free Income		Interest income											
6	310	Cost of Goods Sold		Direct Costs		GST on Expenses		Cost of goods sold by the business											
7	400	Advertising		Expense		GST on Expenses		Expenses incurred for advertising while trying to increase sales											
8	404	Bank Fees		Expense		GST Free Expenses		Fees charged by your bank for transactions regarding your bank accounts											
9	408	Cleaning		Expense		GST on Expenses		Expenses incurred for cleaning business property.											
10	412	Consulting & Accounting		Expense		GST on Expenses		Expenses related to paying consultants											
11	416	Depreciation		Expense		BAS Excluded		The amount of the asset's cost (based on the useful life) that was not deductible											
12	420	Entertainment		Expense		GST Free Expenses		Expenses paid by company for the business but are not deductible											
13	425	Freight & Courier		Expense		GST on Expenses		Expenses incurred on courier & freight costs											
14	429	General Expenses		Expense		GST on Expenses		General expenses related to the running of the business.											
15	433	Insurance		Expense		GST on Expenses		Expenses incurred for insuring the business' assets											
16	437	Interest Expense		Expense		GST Free Expenses		Any interest expenses paid to ATO, business bank accounts or credit cards											
17	441	Legal expenses		Expense		GST on Expenses		Expenses incurred on any legal matters											
18	445	Light, Power, Heating		Expense		GST on Expenses		Expenses incurred for lighting, powering or heating the premises											
19	449	Motor Vehicle Expenses		Expense		GST on Expenses		Expenses incurred on the running of company motor vehicles											
20	453	Office Expenses		Expense		GST on Expenses		General expenses related to the running of the business office.											
21	461	Printing & Stationery		Expense		GST on Expenses		Expenses incurred by the entity as a result of printing and stationery											

4. In the ChartofAccounts.CSV, enter the following values into the **Balance** column for these two accounts:

Account	Balance
260 - Other Revenue	-\$2000.00
400 - Advertising	\$1000.00

The value in the balance column will be entered as the conversion balance for that account.

Info: If you've entered balances into the Chart of Accounts file, after the import is complete, there is a second step to complete to confirm your conversion balances.

To complete the second step after import, navigate to the conversion balances screen, where the imported balances should already be populated, and click 'save' to confirm. This is done from the conversion balances screen (General Settings > Conversion Balances). Conversion balances will be discussed in more detail later on in the course.

Now that you've made changes to the Chart of Accounts to meet the organisation's requirements, you're ready to import the chart.

Important: Xero imports positive balances as debits, and negative balances as credits. Xero ignores symbols and non-numeric data, other than negative signs and brackets (showing a negative balance). If you don't want to import balances, leave the **Balance** column blank.

- Once you have entered the two balances, save the changes made to the CSV.

*Code	*Name	*Type	*Tax Code	Description	Dashboard	Expense Claims	Enable Payments	Balance
495	Loss on Asset Disposal	Expense	GST on Expenses		No	No	No	
200	Sales	Revenue	GST on Income	Income from any normal business activity	No	No	No	
260	Other Revenue	Revenue	GST on Income	Any other income that does not relate to normal business activities	No	No	No	-2000
270	Interest Income	Revenue	GST Free Income	Interest income	No	No	No	
310	Cost of Goods Sold	Direct Costs	GST on Expenses	Cost of goods sold by the business	No	No	No	
400	Advertising	Expense	GST on Expenses	Expenses incurred for advertising while trying to increase sales	No	Yes	No	1000
404	Bank Fees	Expense	GST Free Expenses	Fees charged by your bank for transactions regarding your bank account	No	Yes	No	
408	Cleaning	Expense	GST on Expenses	Expenses incurred for cleaning business property	No	Yes	No	
412	Consulting & Accounting	Expense	GST on Expenses	Expenses related to paying consultants	No	Yes	No	
416	Depreciation	Expense	BAS Excluded	The amount of the asset's cost (based on the useful life) that was not deductible	No	No	No	
420	Entertainment	Expense	GST Free Expenses	Expenses paid by company for the business but are not deductible	No	Yes	No	
425	Freight & Courier	Expense	GST on Expenses	Expenses incurred on courier & freight costs	No	Yes	No	
429	General Expenses	Expense	GST on Expenses	General expenses related to the running of the business	No	Yes	No	
433	Insurance	Expense	GST on Expenses	Expenses incurred for insuring the business's assets	No	Yes	No	

- In Xero, in **Settings > Chart of Accounts**, Click on 'Import'

Julie's Flowers Julie Flowers

Dashboard Accounts Payroll Reports Contacts **Settings**

Import your Chart of Accounts

What system are you importing from?

☒ Xero
☐ MYOB
☐ BankLink

Does the file you are importing contain account balances?

☒ Yes
☐ No / Don't know

Select the file to import

[Browse](#) No file selected

[Import](#) [Cancel](#)

Example files

- [Chart of Accounts CSV file for a GST registered company](#)
- [Chart of Accounts CSV file for a Non-GST registered company](#)

You can import your chart of accounts from:

- MYOB Accounting or AccountRight Standard
- MYOB Accounting Plus or AccountRight Plus
- MYOB Premier or AccountRight Premier
- MYOB Premier Enterprise or AccountRight Enterprise
- MYOB AccountEdge
- BankLink Practice

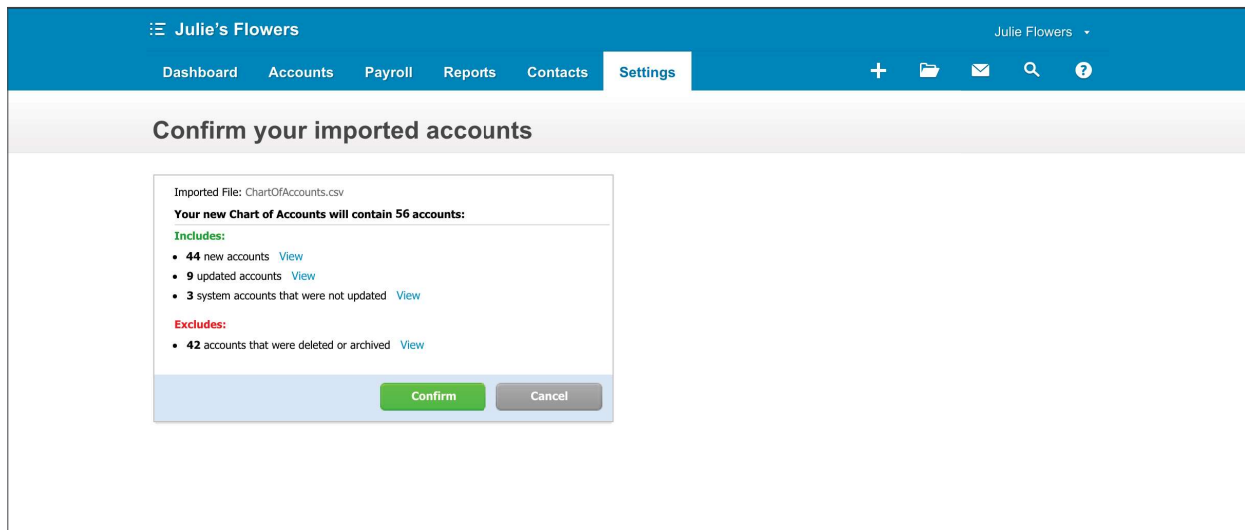
Tips for importing

Whether you have created your own Chart of Accounts, exported one from your previous accounting system or you are using a Xero Chart of Accounts, you should make sure you follow a few simple guidelines:

- The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .CSV or .TXT.
- Be sure to include all of the active accounts you used in your previous accounting system.
- If you're importing from another accounting system we recommend that you first review your accounts in that system, bringing your accounts up-to-date and removing any accounts that are no longer active, before you import it into Xero.
- [More help for importing Chart of Accounts](#)

- Under **What system are you importing from?** select **Xero** as you are using a Xero template file.

8. Under **Does the file you are importing contain account balances?**, select **yes** as you have included values in the balance column.
9. Click on 'Browse' and select the sheet that you saved, ChartofAccounts.CSV, and click on 'Import'.
10. This will show a dialogue page with a summary of updates have been made in the chart of accounts. If there are any errors, or if any accounts fail to be uploaded, you can find details of these errors here.



11. Click **Confirm** 

This will save the new Chart of Accounts for Julie's Flowers, and you will be returned to the Chart of Accounts Screen.

Julie's Flowers Julie Flowers

Dashboard Accounts Payroll Reports Contacts Settings

General Settings >

Chart of Accounts

[+ Add Account](#)
[+ Add Bank Account](#)
[Print PDF](#)
[Import](#)
[Export](#)

[All Accounts](#)
[Assets](#)
[Liabilities](#)
[Equity](#)
[Expenses](#)
[Revenue](#)
[Archive](#)

What's this?

[Delete](#)
[Archive](#)
[Change Tax Rate](#)
 No accounts selected

[Search](#)

<input type="checkbox"/>	Code ▲	Name	Type	Tax Rate	YTD
<input type="checkbox"/>	200	Sales Income from any normal business activity	Revenue	GST on Income	0.00
<input type="checkbox"/>	260	Other Revenue Any other income that does not relate to normal business activities and is not recurring	Revenue	GST on Income	0.00
<input type="checkbox"/>	270	Interest Income Interest income	Revenue	GST Free Income	0.00
<input type="checkbox"/>	310	Cost of Goods Sold Cost of goods sold by the business	Direct Costs	GST or Expenses	0.00
<input type="checkbox"/>	400	Advertising Expenses incurred for advertising while trying to increase sales	Expense	GST or Expenses	0.00
<input type="checkbox"/>	404	Bank Fees Fees charged by your bank for transactions regarding your bank account(s).	Expense	GST Free Expenses	0.00
<input type="checkbox"/>	408	Cleaning Expenses incurred for cleaning business property.	Expense	GST or Expenses	0.00
<input type="checkbox"/>	412	Consulting & Accounting Expenses related to paying consultants	Expense	GST or Expenses	0.00

Conversion Balances

Any values entered in the **balances** column in a Chart of Accounts CSV import file, will set the conversion balances for those particular accounts.

Conversion balances are the account balances at the exact time of your conversion date. They create the starting point from which all future account balances will be calculated.

When you start using Xero and begin creating transactions, account balances will increase, or decrease, with the conversion balance as the starting point.

While you can import conversion balances in the Chart of Accounts CSV, you can also update conversion balances manually under **Settings > General Settings > Conversion Balances**.

You will learn more about updating conversion balances as you progress in this course.



Info: If you are setting up a new business, the conversion balances will likely be nil. If you are changing from another accounting system to Xero, the conversion balances will come from the closing balances of the system you are moving away from.

Julie's Flowers

Julie Rose

DashboardAccountsPayrollReportsAdviserContactsSettings

+

General Settings >

Conversion Balances

+ Add Comparative Balances

Conversion Date

1 Jul 2015 - 30 Jun 2016

Confirm your 30 Jun 2016 account balances

Account	Debit	Credit
200 - Sales		0.00
260 - Other Revenue	2,000.00	
270 - Interest Income		0.00
310 - Cost of Goods Sold	0.00	
400 - Advertising		1,000.00
404 - Bank Fees	0.00	
408 - Cleaning	0.00	
412 - Consulting & Accounting	0.00	
416 - Depreciation	0.00	
420 - Entertainment	0.00	
425 - Freight & Courier	0.00	
429 - General Expenses	0.00	
433 - Insurance	0.00	
437 - Interest Expense	0.00	
441 - Legal expenses	0.00	
445 - Light, Power, Heating	0.00	
449 - Motor Vehicle Expenses	0.00	
453 - Office Expenses	0.00	
461 - Printing & Stationery	0.00	

? Starting with the right numbers

Got more help

What's this?

1. Enter bank balances as they were on this date

2. Enter total outstanding invoices on this date

3. Enter total outstanding bills on this date

4. Enter any other balances

5. Confirm

Manually Updating the Chart of Accounts

You can add, edit or delete accounts within the Chart of Accounts, under **Settings > Chart of Accounts**.

A manual update can be efficient when small scale changes are necessary, such as changing an account description, or updating the account type.



EXERCISE 3.2

In this exercise, you will edit and archive some accounts in the organisation's Chart of Accounts.

1. In your **Chart of Accounts**, under the **All Accounts** tab, scroll down to account **420 - Entertainment**.

<input type="checkbox"/>	420	Entertainment Expenses paid by company for the business but are not deductible for income tax purposes.	Expense	GST Free Expenses	0.00
--------------------------	-----	--	---------	-------------------	------

2. Click on the blue **Entertainment** link, and this will allow you to edit details about the account.

Edit Account Details

Account Type
Expense

Code
A unique code/number for this account (limited to 10 characters)
420

Name
A short title for this account (limited to 150 characters)
Entertainment

Description (optional)
A description of how this account should be used
Expenses paid by company for the business but are not deductible for income tax purposes.

Tax
The default tax setting for this account
GST on Expenses

☐ Show on Dashboard Watchlist

☒ Show in Expense Claims

☐ Enable payments to this account

Save **Cancel**

How account types affect your reports

Profit & Loss

Income
Revenue
Sales
Less Cost of Sales
Direct Costs
GROSS PROFIT
Plus Other Income
Other Income
Less Expenses
Expenses
Depreciation
Overheads
NET PROFIT

Balance Sheet

Current Assets
Current Assets
Inventory
Prepayments
Plus Bank
Bank Accounts
Plus Fixed Assets
Fixed Assets
Plus Non-current Assets
Non-current Assets
TOTAL ASSETS
Less Current Liabilities
Current Liabilities
Less Non-current Liabilities
Liabilities
Non-current Liabilities
NET ASSETS
Equity
Equity
Plus Net Profit
TOTAL EQUITY

You can also modify where accounts appear in your reports using [Customised Report Layouts](#)

3. Click on the **Name** field and edit the name of the account to **Staff Entertainment**. This will avoid confusion around what the account is used for.
4. Click the checkbox to **Show on Dashboard Watchlist**.

Edit Account Details

Account Type

Expense

Code

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

420

Name

A short title for this account (limited to 150 characters)

Staff Entertainment

Description (optional)

A description of how this account should be used

Expenses paid by company for the business but are not deductible for income tax purposes.

Tax

The default tax setting for this account

GST on Expenses

☒ Show on Dashboard Watchlist

☒ Show in Expense Claims

☐ Enable payments to this account

Save

Cancel

5. Click **Save**
6. Click on the **Dashboard** tab

You can see that the account **Staff Entertainment** has now appeared under **Account watchlist**.



Important: the accounts watchlist is an area on the dashboard, which will display real-time values for any accounts you select to appear.

You are able to pick and choose which accounts appear in the list, and you can add or remove accounts from the accounts watchlist at any time. The accounts watchlist is useful for keeping an eye on both month-to-date and year-to-date totals for selected accounts.

Julie's Flowers

Julie Flowers

Dashboard
Accounts
Payroll
Reports
Contacts
Settings

+

Julie's Flowers

Your last login: 22 Jul 2016 from Australia

Import your bank transactions

Connect your bank accounts to automatically import and categorise your transactions.

Add bank account

Track your cashflow

See how much cash your business has and make sure it can cover upcoming bills. Add an [invoice](#) or [bill](#) to get started.

Account watchlist

Account	This month	YTD
Staff Entertainment (420)	0.00	0.00

Add your first invoice

Send beautiful, customisable invoices to your clients and receive payments online.

New sales invoice

Add your first bill

See upcoming bills and planned payment dates so there are no surprises.

New bill

- Head back to **Settings > Chart of Accounts** and scroll down to **account 494 - Travel International**. Click on the **tick box** next to the account to select it.

<input checked="" type="checkbox"/>	494	Travel - International Expenses incurred from international travel which has a business purpose	Expense	GST Free Expenses	0.00
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- Scroll back up to the top of the page, and click the **Delete** button. Confirm the removal of the account by selecting **OK** in the dialogue pop up.

Delete Accounts

×

You have selected 1 Account to be Deleted.

This account will be removed from any contacts using it as a default account.

Note: Deleting Accounts is permanent and cannot be undone. Archived Accounts can be Restored at any time.

OK

Cancel

Chart of Accounts

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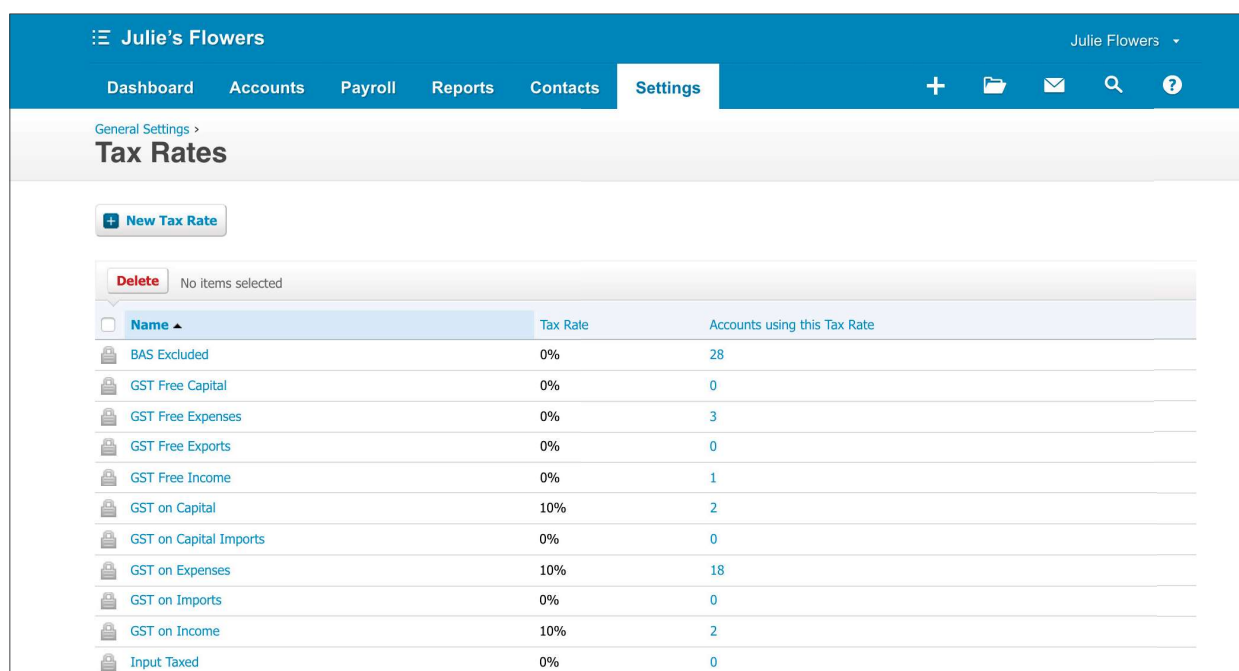
Important: As the account has yet to be used for any transactions, you are able to delete the account. If the account did have transactions recorded against it, you will only be able to archive the account.

Archived accounts can be restored at any time.

Tax Rates

If you would like to view, edit or add new tax rates for the organisation, click on **Settings** > **General Settings** > under the heading Organisation select **Tax Rates**.

The tax rates listed here are the rates that are available to be added to accounts in your **Chart of Accounts**.



Name	Tax Rate	Accounts using this Tax Rate
BAS Excluded	0%	28
GST Free Capital	0%	0
GST Free Expenses	0%	3
GST Free Exports	0%	0
GST Free Income	0%	1
GST on Capital	10%	2
GST on Capital Imports	0%	0
GST on Expenses	10%	18
GST on Imports	0%	0
GST on Income	10%	2
Input Taxed	0%	0



Important: if you need to find out more information about which tax rates to use in your business, it's best to visit the ATO website: www.ato.gov.au