Accounting & Bookkeeping Update 2018

Lincoln

Agenda

- Update on Making Tax Digital – Michael Ball, Tax Director
- Accounting Software Update – Sarah Leonard, Director
- Break
- App Demos from:
- iZettle till software
- Khaos stock control
- Satago credit control
- Go Cardless
- Auto Entry

Making Tax Digital

Michael Ball
Tax Director

Background

- Part of wider digital strategy

- Will bring VAT, corporation tax and income tax in line with PAYE & NIC.
  - Payroll information is already submitted digitally (RTI).

- Modernise the interaction with HMRC.

- To reduce the tax gap by
  - improving record keeping and
  - reducing errors by minimising re-entry of data

Mel Stride MP,
Financial Secretary to the Treasury, said:
“HMRC is transforming the tax administration so that it’s more effective, more efficient and easier for taxpayers”
“More and more businesses use digital tools every day to help them operate – tax shouldn’t be different. This is a major step towards bringing VAT into the 21st century.”

Theresa Middleton, Director for Making Tax Digital for Business, said:
“Millions of people are already banking, paying bills and interacting with their suppliers and customers online. Using digital tools to help businesses manage their business income and expenses and get their tax right builds on this momentum and will also help them get more control over their finances.”

Full information on the pilot eligibility criteria and small deferral group is available at: gov.uk/government/publications/making-tax-digital

MTD for VAT - Deferral

Deferral to October 2019 for the following:-

- Trusts,
- ‘Not for profit’ organisations that are not set up as a company,
- VAT divisions and VAT groups
- Certain public sector entities required to provide additional information on their VAT return
- Local authorities and public corporations
- Traders based overseas,
- Those required to make payments on account
- Annual accounting scheme users.

MTD for VAT – Who?

- Initially will apply to those VAT registered businesses, landlords (where opted to Tax) and trading charities with turnover over the VAT threshold (currently £85,000).

- Those with turnover under £85,000 and voluntarily registered for VAT will be exempt from MTD for VAT - BUT expect this to change over time.

- Please note once you're in your in.
  - The draft regulations have been written such that once you have submitted a VAT return under MTD you can no longer go back to the old system.

MTD for VAT – What's not changing?

- 9 Box VAT return
  - Same information is being submitted
  - Subject to any changes resulting from Brexit

- VAT return frequency and payment deadlines
  - Monthly
  - Quarterly
  - Annual

- Eligibility for VAT Special schemes
  - Flat rate
  - Retail scheme etc.

MTD for VAT – What is changing?

- Keep records digitally
  - Functional compatible software

- Direct filing of VAT returns to HM Revenue & Customs
  - Return has to be submitted via software
  - No manual entry of figures on the HMRC website

- From April 2019
  - Begins with first VAT period starting on or after 1 April 2019
  - First Quarter End will be Quarter End 30 June 2019
  - Maybe part way through your accounts year!

Functional Compatible Software

- A software program, or set of software programs, products or applications, that must be able to:
  - record and preserve digital records
  - provide to HMRC information and returns from data held in those digital records by using the API platform
  - receive information from HMRC via the API platform
- API?
  - Application Programme Interface

- Spreadsheets?
  - These can still be used to maintain your digital records but will need to be linked to bridging software to perform the API submission.

Digital Records

- Required to keep their records digitally.
  - This means transaction data
  - You do not have to take digital copies of receipts

- Using either software or spreadsheets
  - Software does not have to be cloud based but can be

- The records can be kept either by the taxpayer or by their agent, but they must be kept digitally.

- Spreadsheets will need to use bridging software for the submissions.

Digital Records - VAT

- Data that must be recorded digitally
  - Designatory data:
    - business name
    - the address
    - VAT registration number
    - a record of VAT accounting schemes you use

  - For each supply you make you must record:
    - the time of supply
    - the value of the supply
    - the rate of VAT charged

Digital Records - VAT

- Data that must be recorded digitally
  - You must have a record of outputs split between:
    - standard rate, reduced rate zero rate and exempt & outside the scope

  - For each supply received record:
    - the time of supply
    - the value of the supply including any VAT that is not claimable
    - the amount of input tax that will claim be claimed
    - If more than one supply is on an invoice, record the totals from the invoice.
    - Retail scheme users – record of Daily Gross Takings only

  - **Adjustments:** Total for each type – but not calculations

What about other Taxes?

- Income Tax was originally planned to go live in April 2018, but was delayed.

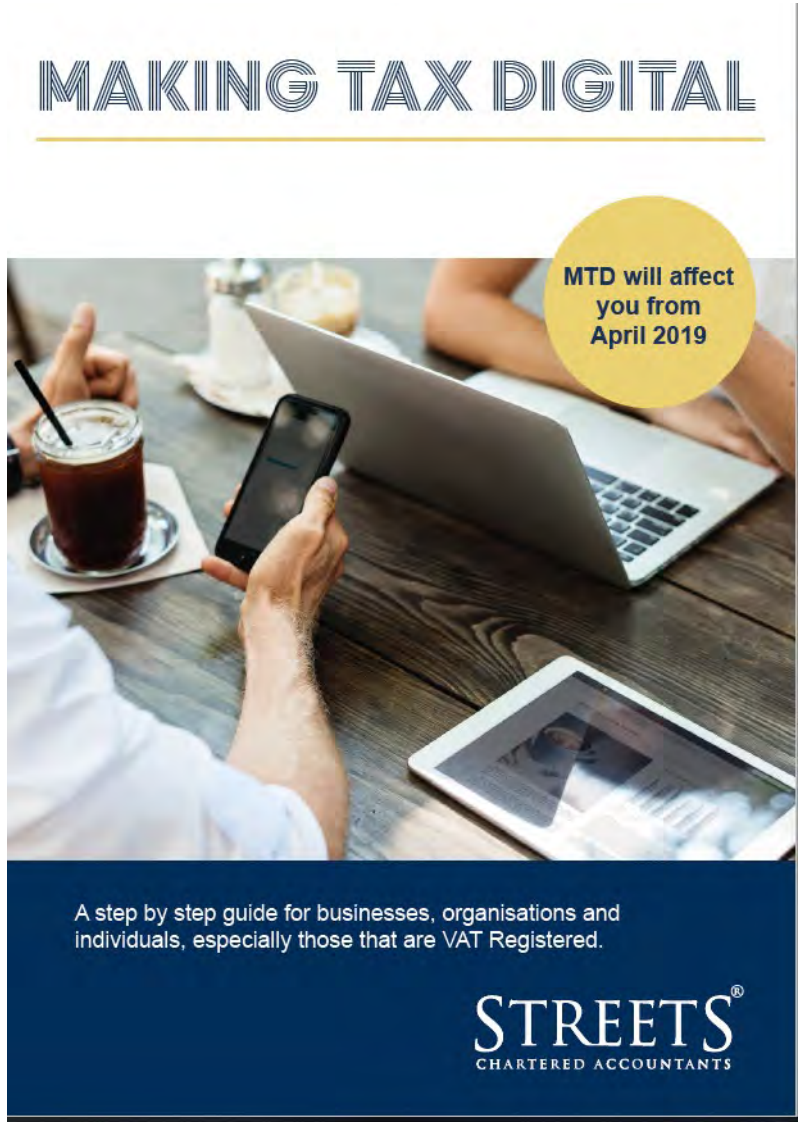
- April 2020 “at the earliest”
  - MTD for Income Tax & Corporation Tax
    - Includes MTD for Businesses
    - and MTD for Individuals (replacement of Tax Returns)
    - As yet no information on the Corporation Tax system

- MTD for individuals (ongoing)
    - Dynamic PAYE codes
    - Better use of information

Making Tax Digital Guide

A step by step guide for businesses, organisations and individuals, especially those that are VAT registered

Collect at the end of the session or download from our website www.streetsweb.co.uk



Software Update

Sarah Leonard
Director

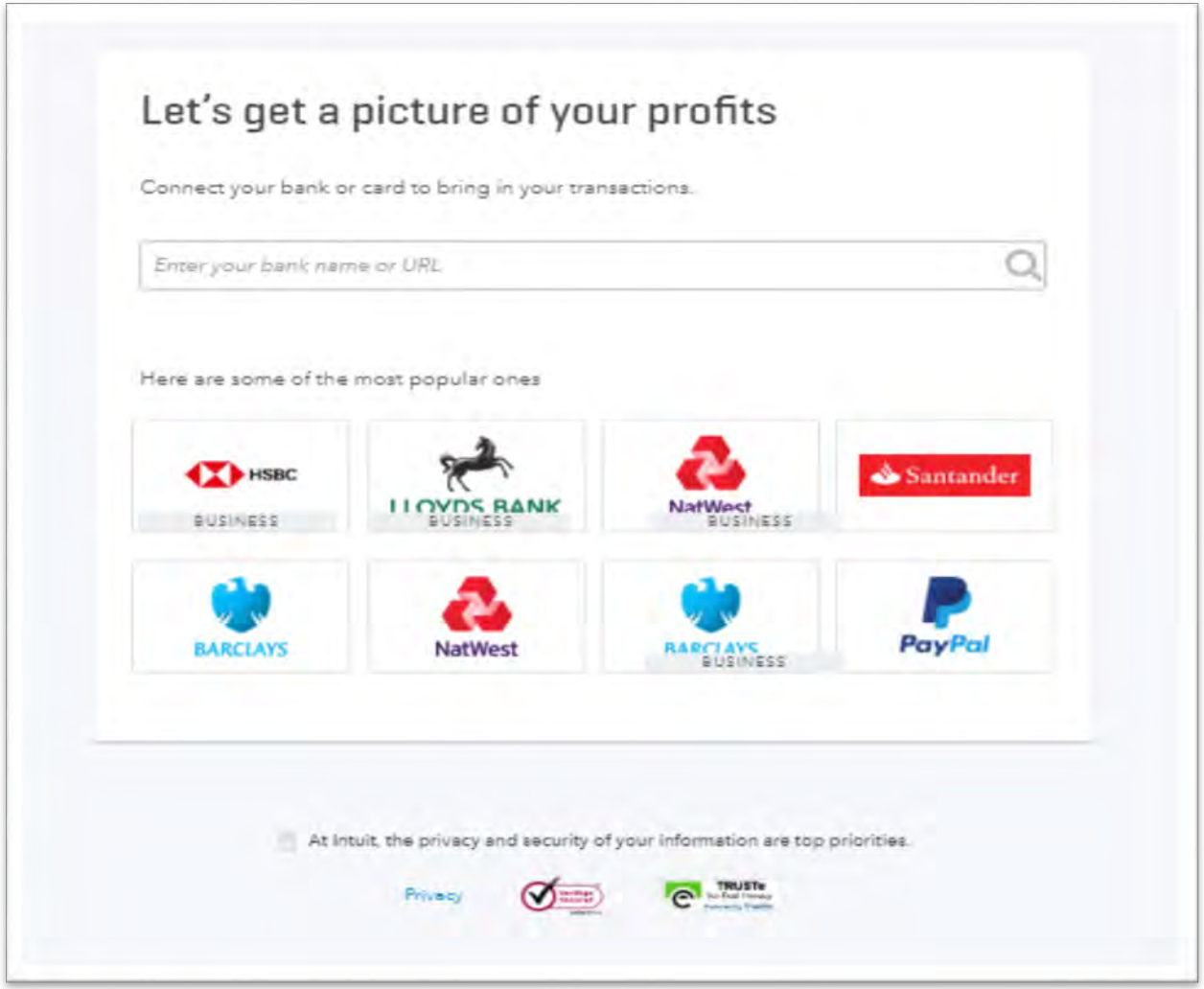
Accounting Software

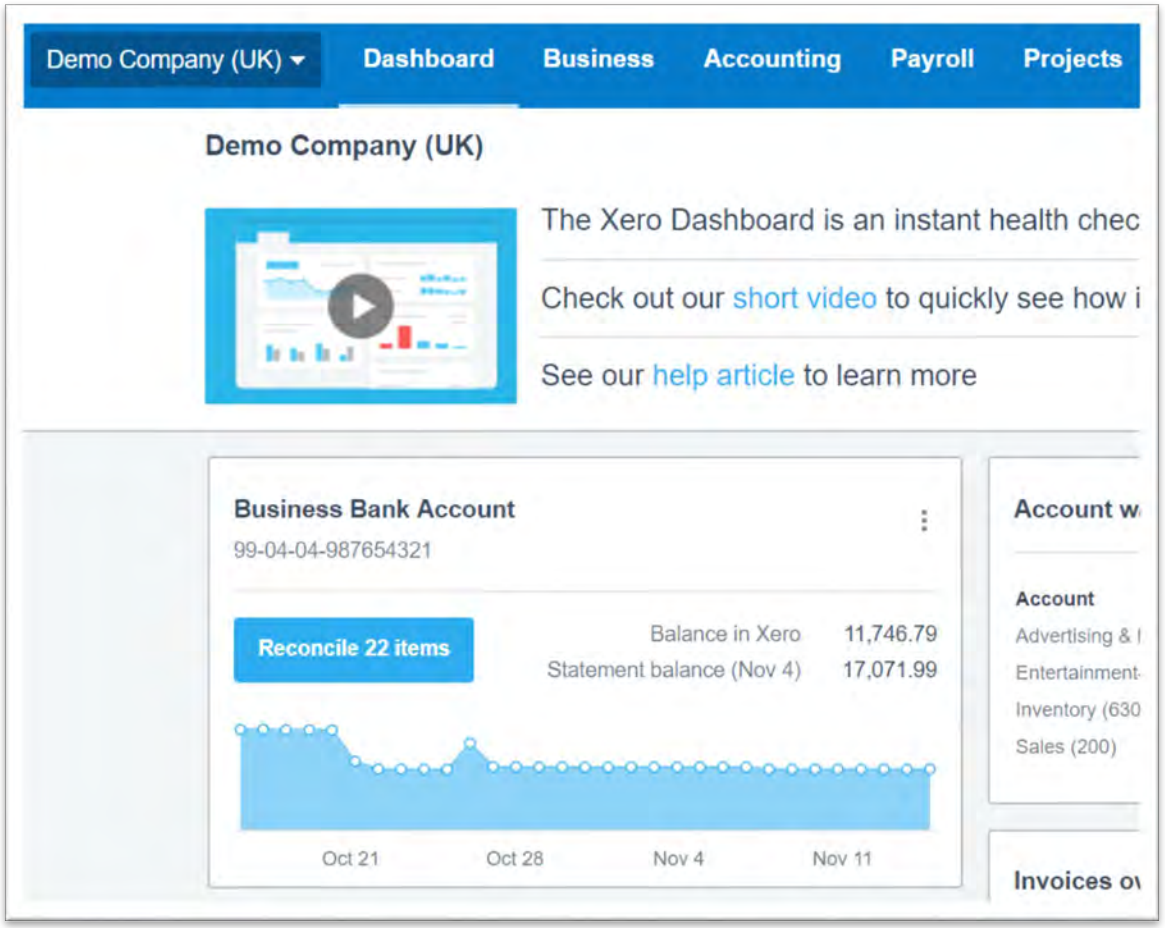
- The evolution continues…
- Beyond the basics
- How the internet has changed the nature of accounting software forever
- The evolution has really only just begun…

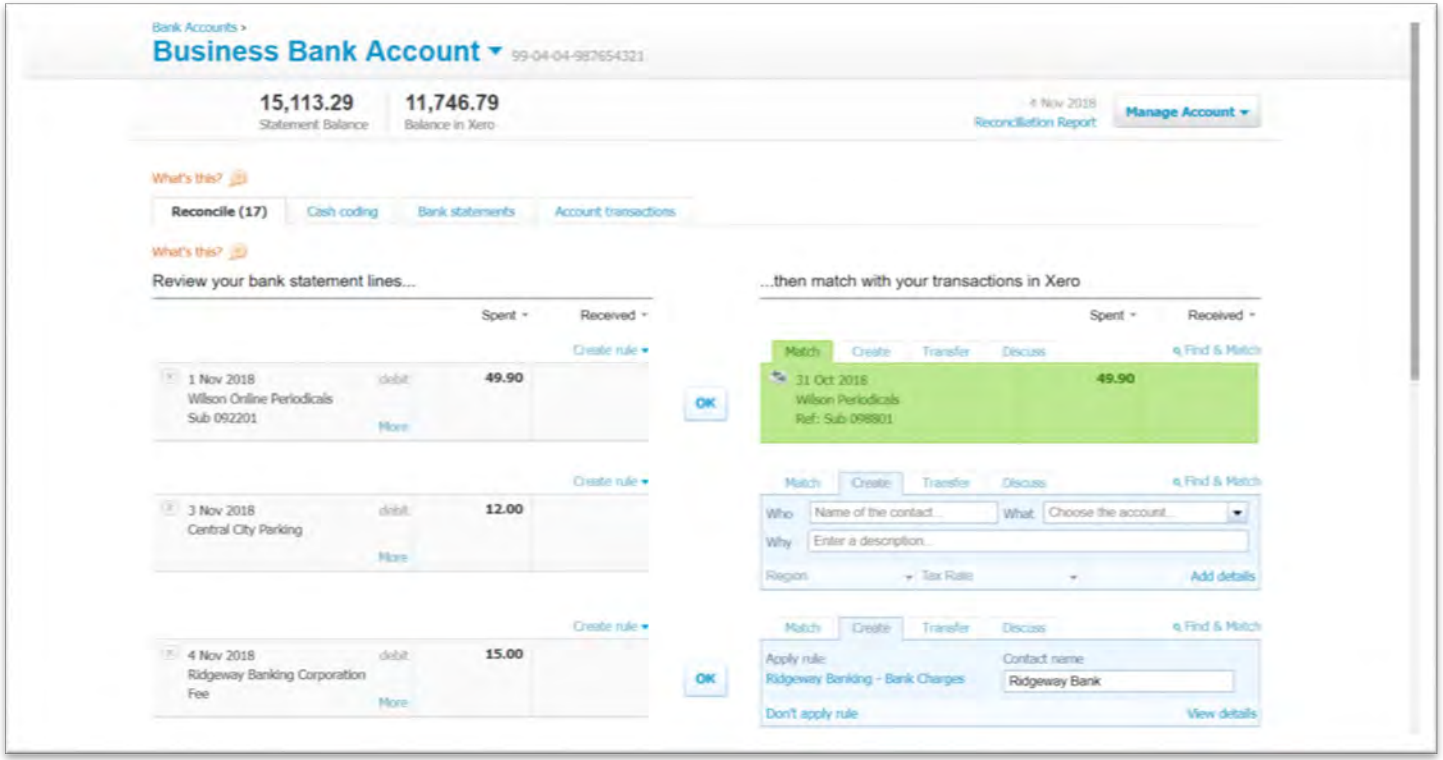
Top Features – no jargon, real examples

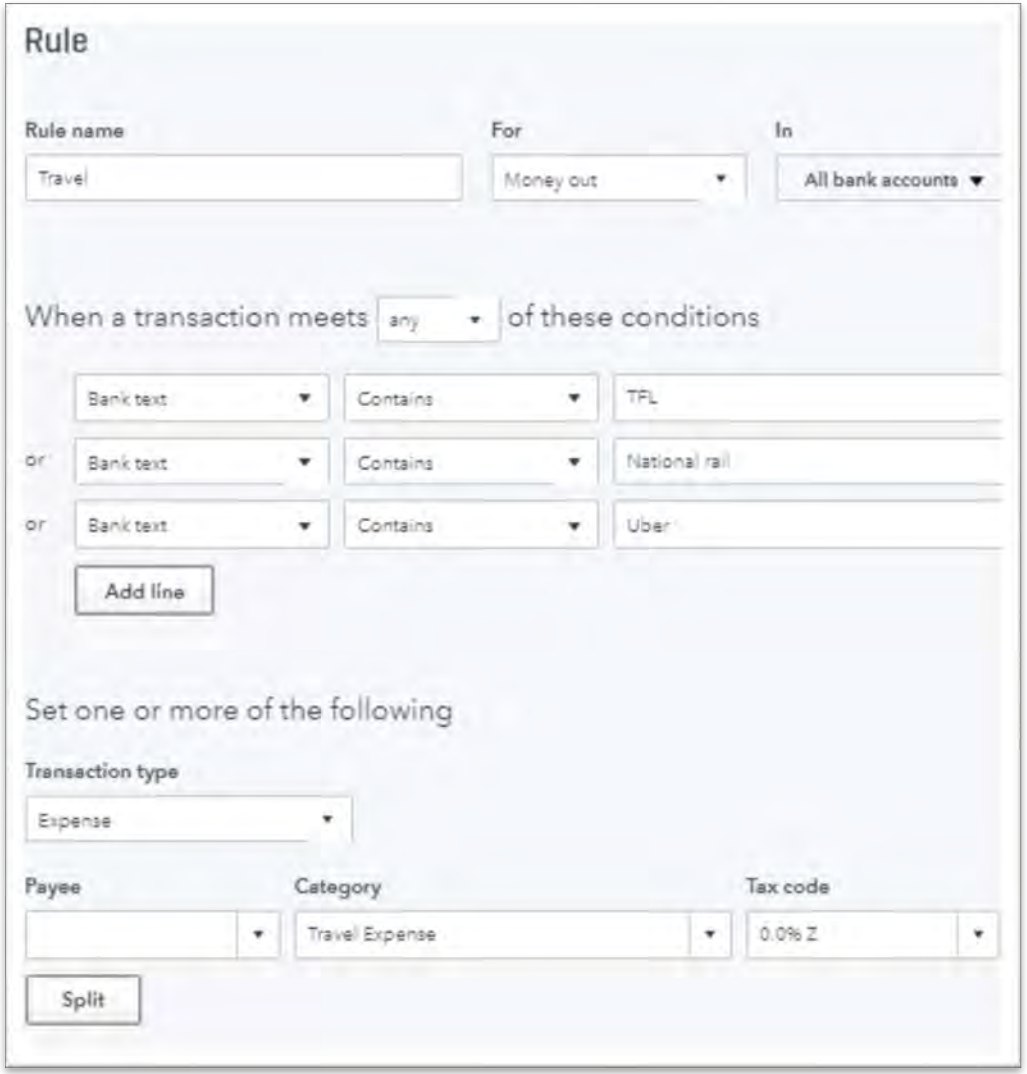
Bank Feeds

- No re-entering
- Automatic
- Save time
- Eliminate mistakes
- No bank account access required


Let's get a picture of your profits
Connect your bank or card to bring in your transactions.
Enter your bank name or URL
Here are some of the most popular ones
HSBC
BUSINESS
LLOYDS BANK
BUSINESS
NatWest
BUSINESS
Santander
BARCLAYS
NatWest
BARCLAYS
BUSINESS
PayPal
At Intuit, the privacy and security of your information are top priorities.
Privacy


Demo Company (UK)
Dashboard
Business
Accounting
Payroll
Projects
Demo Company (UK)
The Xero Dashboard is an instant health chec
Check out our short video to quickly see how i
See our help article to learn more
Business Bank Account
99-04-04-987654321
Reconcile 22 items
Balance in Xero 11,746.79
Statement balance (Nov 4) 17,071.99
Oct 21
Oct 28
Nov 4
Nov 11
Account w
Account
Advertising & I
Entertainment
Inventory (630
Sales (200)
Invoices ov


Bank Accounts ›
Business Bank Account
99-04-04-987654321
15,113.29
Statement Balance
11,746.79
Balance in Xero
4 Nov 2018
Reconciliation Report
Manage Account
What's this?
Reconcile (17)
Cash coding
Bank statements
Account transactions
What's this?
Review your bank statement lines...
...then match with your transactions in Xero
Spent
Received
Create rule
1 Nov 2018
Wilson Online Periodicals
Sub 092201
debit
49.90
More
OK
Match
Create
Transfer
Discuss
Find & Match
31 Oct 2018
Wilson Periodicals
Ref: Sub 098801
49.90
3 Nov 2018
Central City Parking
12.00
Who
Name of the contact...
What
Choose the account...
Why
Enter a description...
Region
Tax Rate
Add details
4 Nov 2018
Ridgeway Banking Corporation
Fee
15.00
Apply rule
Ridgeway Banking - Bank Charges
Contact name
Ridgeway Bank
Don't apply rule
View details


Rule
Rule name
Travel
For
Money out
In
All bank accounts
When a transaction meets any of these conditions
Bank text
Contains
TFL
or
Bank text
Contains
National rail
or
Bank text
Contains
Uber
Add line
Set one or more of the following
Transaction type
Expense
Payee
Category
Travel Expense
Tax code
0.0% Z
Split

Bank Rules…

- Bank rules
- Quick entry
- Artificial Intelligence*

***Jargon Free Zone**

Artificial Intelligence

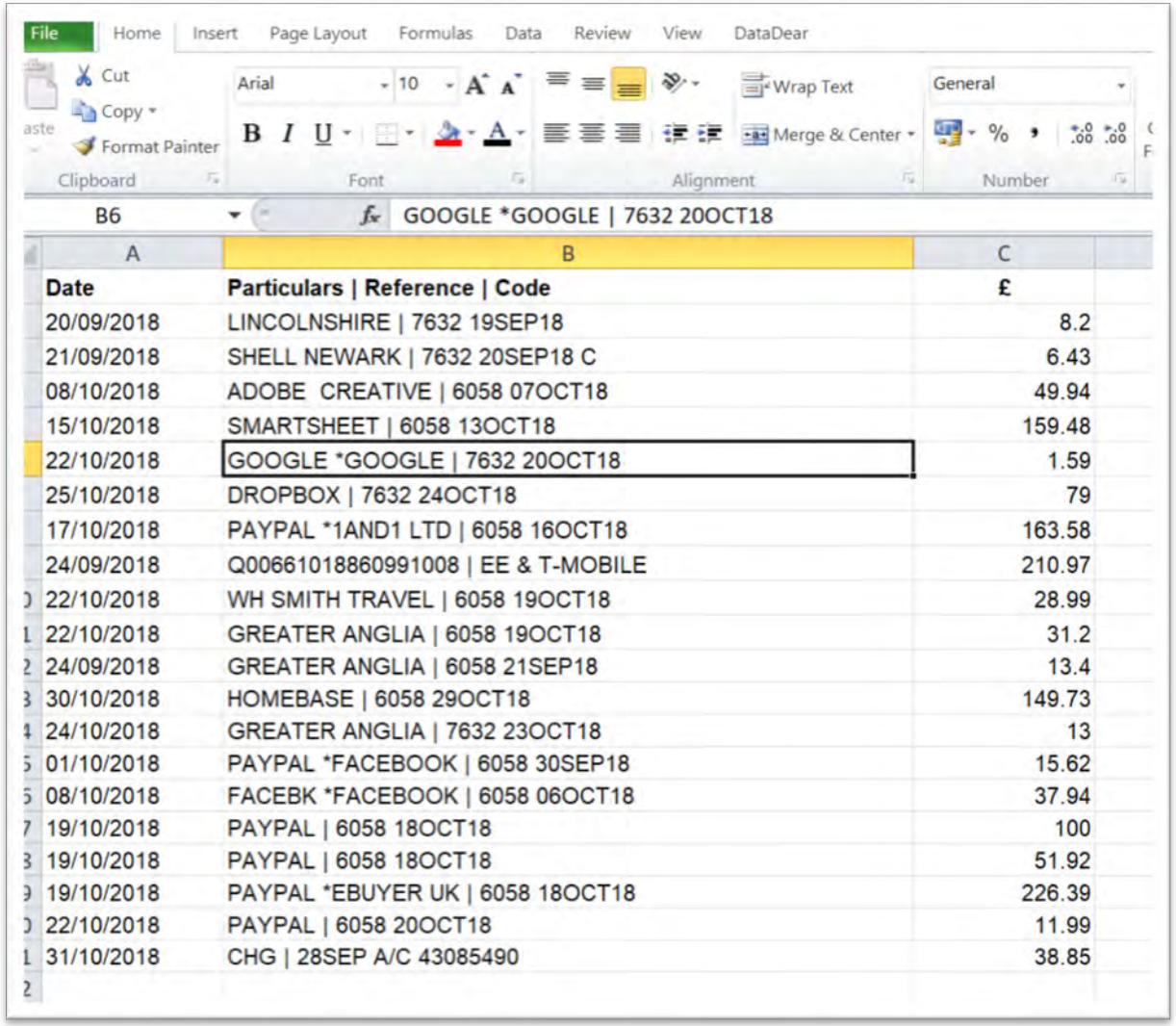
Computers performing tasks normally requiring human intelligence.
Examples - visual perception (seeing things), speech recognition (hearing things), decision making, translation etc.
The work of science fiction – now a reality

Bank Feeds
Getting the data into the software

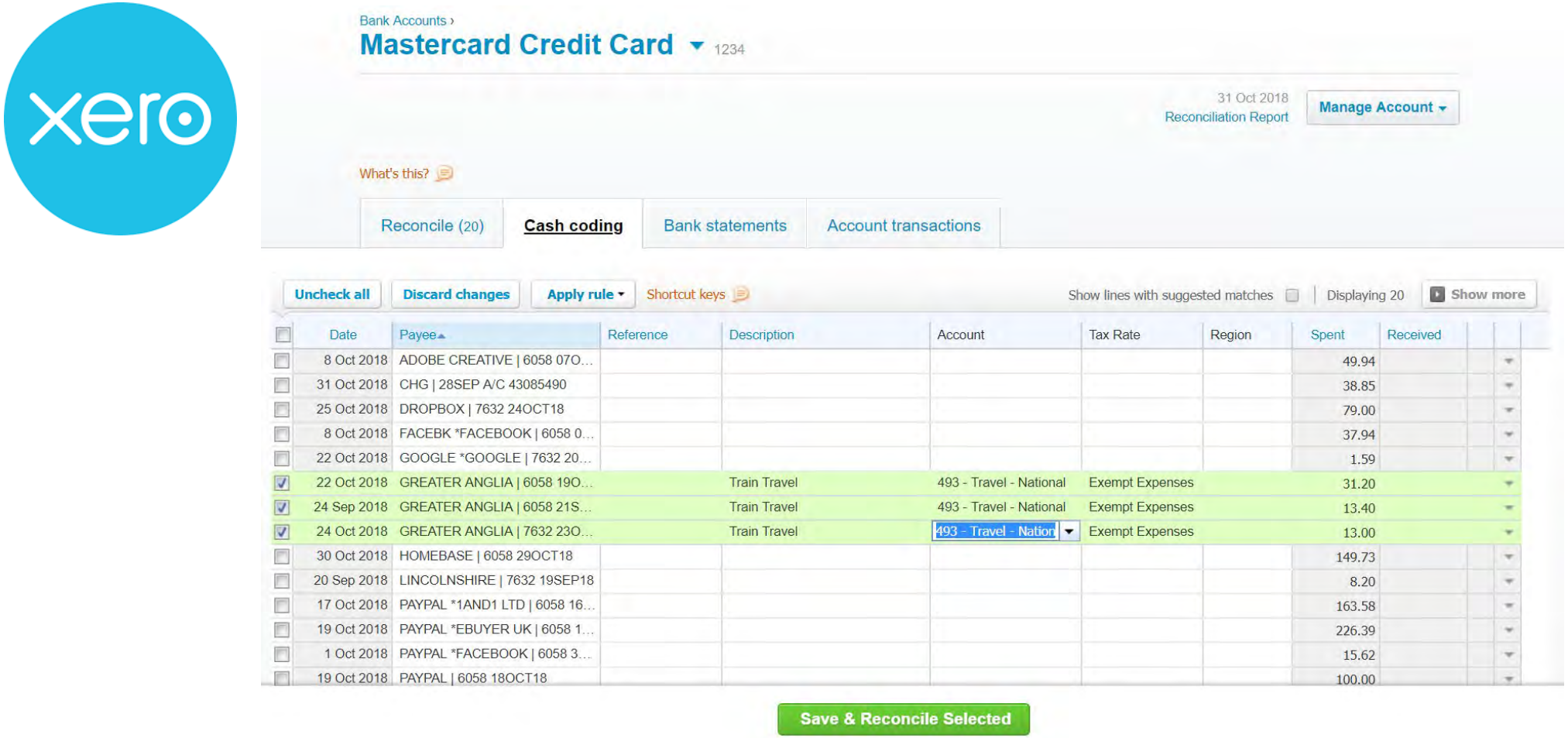
- Automated (direct or third party)
- Manual
- Assisted – e.g. Auto Entry

Bank Feeds
Taking it one step further

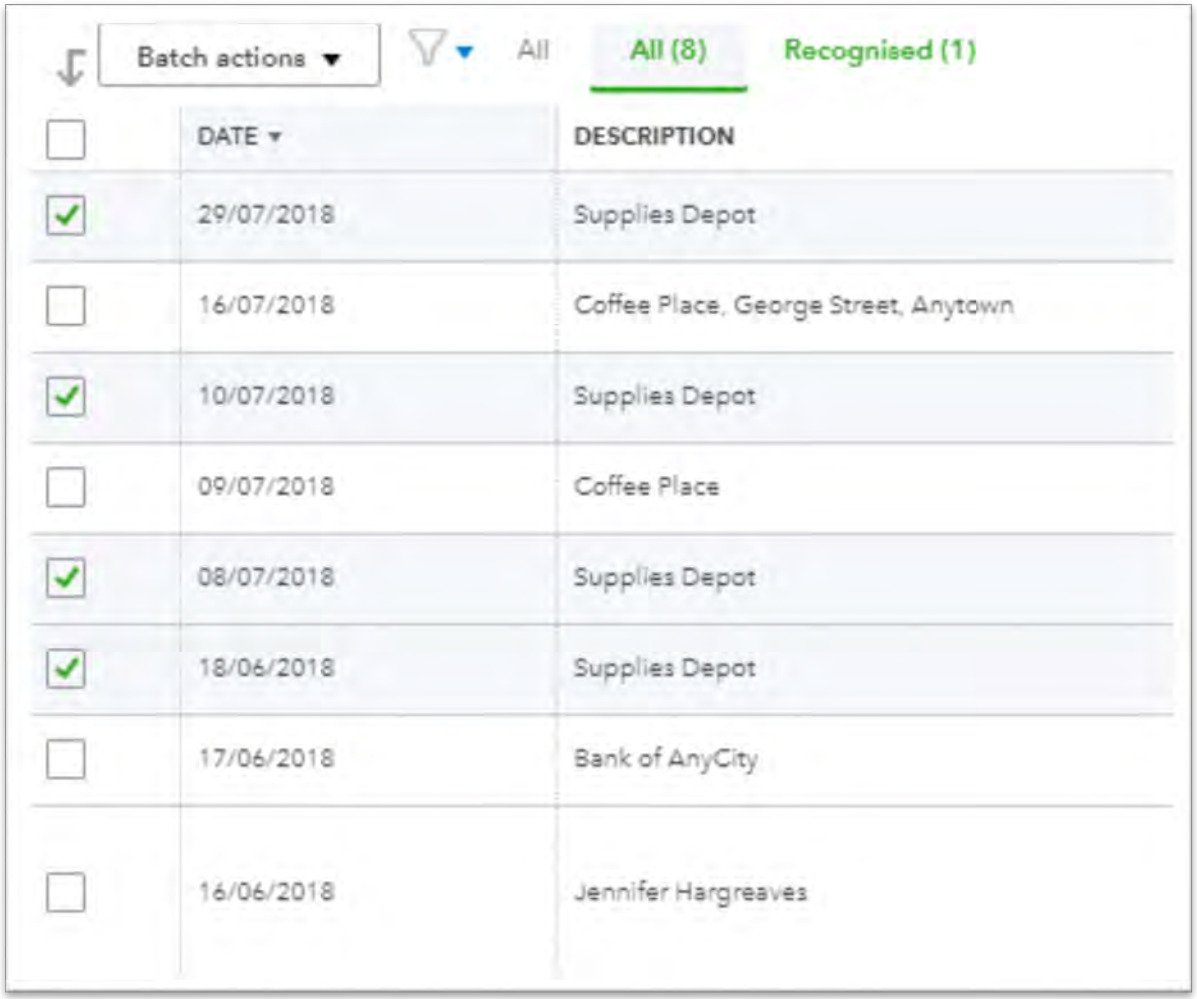
- Credit card
- Rules
- Cash coding – rapid fire entry

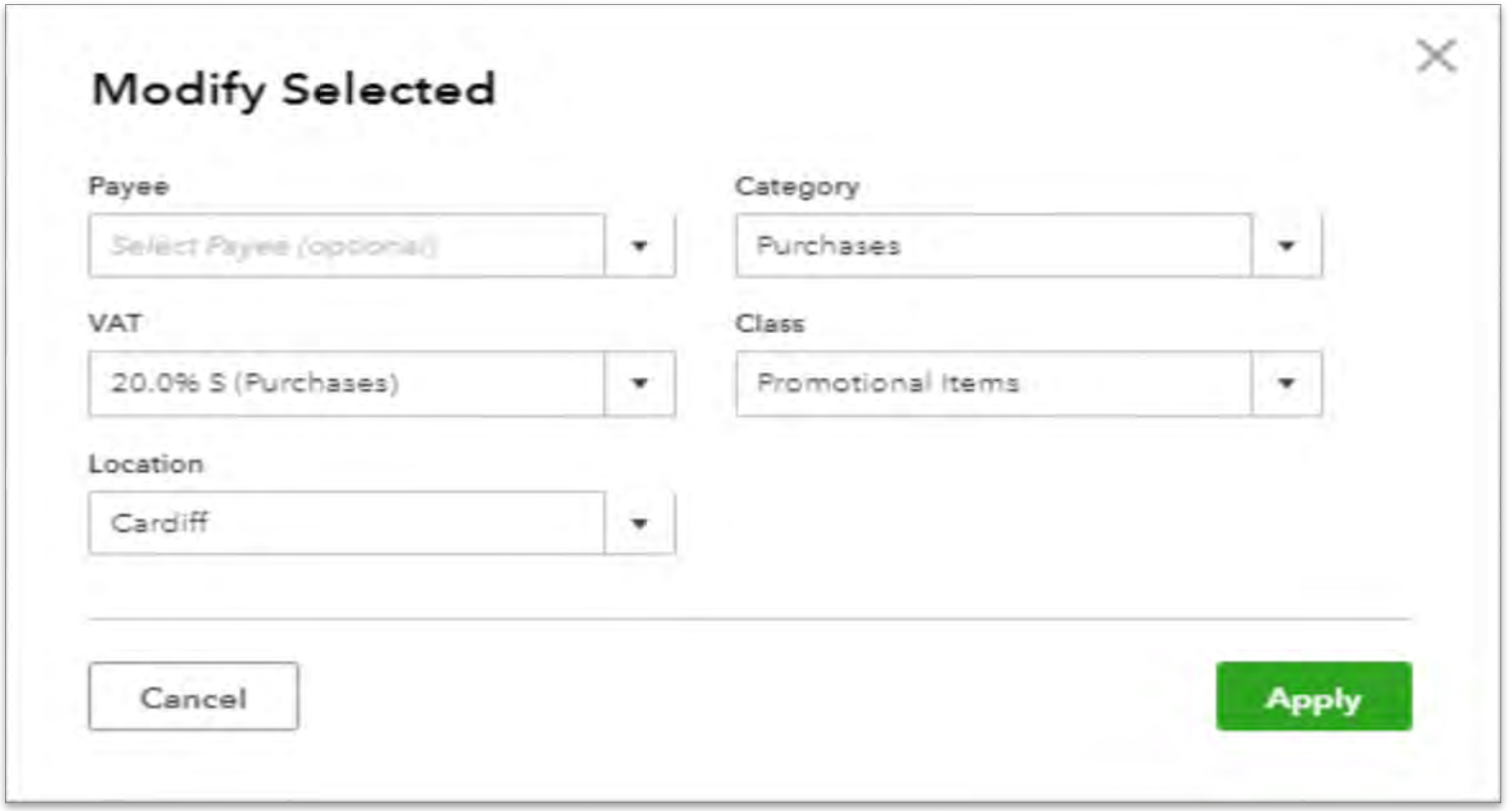


	A	B	C
	Date	**Particulars | Reference | Code**	**£**
	20/09/2018	LINCOLNSHIRE | 7632 19SEP18	8.2
	21/09/2018	SHELL NEWARK | 7632 20SEP18 C	6.43
	08/10/2018	ADOBE CREATIVE | 6058 07OCT18	49.94
	15/10/2018	SMARTSHEET | 6058 13OCT18	159.48
	22/10/2018	GOOGLE *GOOGLE | 7632 20OCT18	1.59
	25/10/2018	DROPBOX | 7632 24OCT18	79
	17/10/2018	PAYPAL *1AND1 LTD | 6058 16OCT18	163.58
	24/09/2018	Q00661018860991008 | EE & T-MOBILE	210.97
0	22/10/2018	WH SMITH TRAVEL | 6058 19OCT18	28.99
1	22/10/2018	GREATER ANGLIA | 6058 19OCT18	31.2
2	24/09/2018	GREATER ANGLIA | 6058 21SEP18	13.4
3	30/10/2018	HOMEBASE | 6058 29OCT18	149.73
4	24/10/2018	GREATER ANGLIA | 7632 23OCT18	13
5	01/10/2018	PAYPAL *FACEBOOK | 6058 30SEP18	15.62
5	08/10/2018	FACEBK *FACEBOOK | 6058 06OCT18	37.94
7	19/10/2018	PAYPAL | 6058 18OCT18	100
3	19/10/2018	PAYPAL | 6058 18OCT18	51.92
9	19/10/2018	PAYPAL *EBUYER UK | 6058 18OCT18	226.39
0	22/10/2018	PAYPAL | 6058 20OCT18	11.99
1	31/10/2018	CHG | 28SEP A/C 43085490	38.85
2			



Date	Payee	Reference	Description	Account	Tax Rate	Region	Spent	Received
8 Oct 2018	ADOBE CREATIVE | 6058 07O…						49.94	
31 Oct 2018	CHG | 28SEP A/C 43085490						38.85	
25 Oct 2018	DROPBOX | 7632 24OCT18						79.00	
8 Oct 2018	FACEBK *FACEBOOK | 6058 0…						37.94	
22 Oct 2018	GOOGLE *GOOGLE | 7632 20…						1.59	
22 Oct 2018	GREATER ANGLIA | 6058 19O…		Train Travel	493 - Travel - National	Exempt Expenses		31.20	
24 Sep 2018	GREATER ANGLIA | 6058 21S…		Train Travel	493 - Travel - National	Exempt Expenses		13.40	
24 Oct 2018	GREATER ANGLIA | 7632 23O…		Train Travel	493 - Travel - Nation	Exempt Expenses		13.00	
30 Oct 2018	HOMEBASE | 6058 29OCT18						149.73	
20 Sep 2018	LINCOLNSHIRE | 7632 19SEP18						8.20	
17 Oct 2018	PAYPAL *1AND1 LTD | 6058 16…						163.58	
19 Oct 2018	PAYPAL *EBUYER UK | 6058 1…						226.39	
1 Oct 2018	PAYPAL *FACEBOOK | 6058 3…						15.62	
19 Oct 2018	PAYPAL | 6058 18OCT18						100.00	

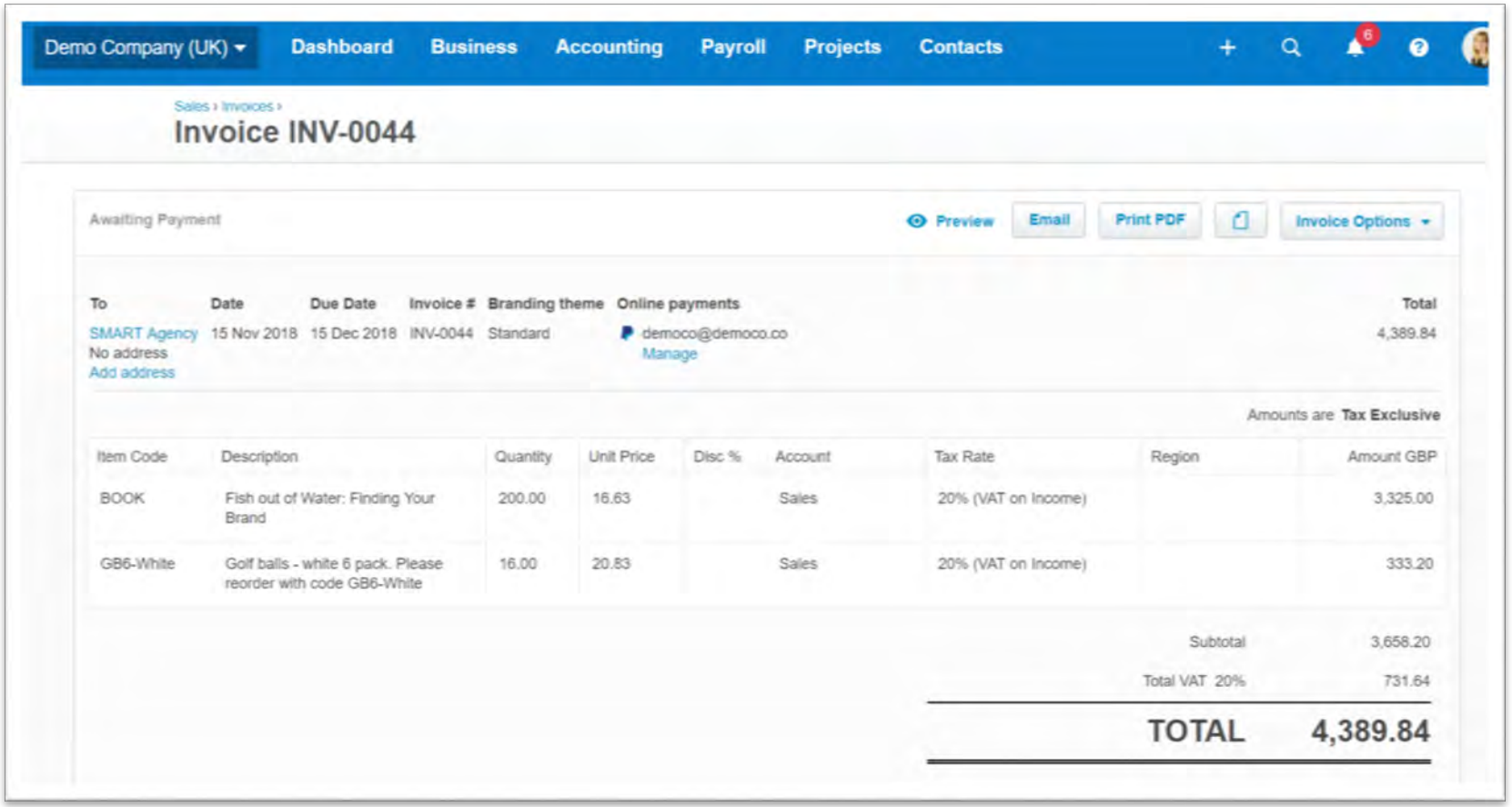

Batch actions
All
All (8)
Recognised (1)
DATE
DESCRIPTION
29/07/2018
Supplies Depot
16/07/2018
Coffee Place, George Street, Anytown
10/07/2018
Supplies Depot
09/07/2018
Coffee Place
08/07/2018
Supplies Depot
18/06/2018
Supplies Depot
17/06/2018
Bank of AnyCity
16/06/2018
Jennifer Hargreaves

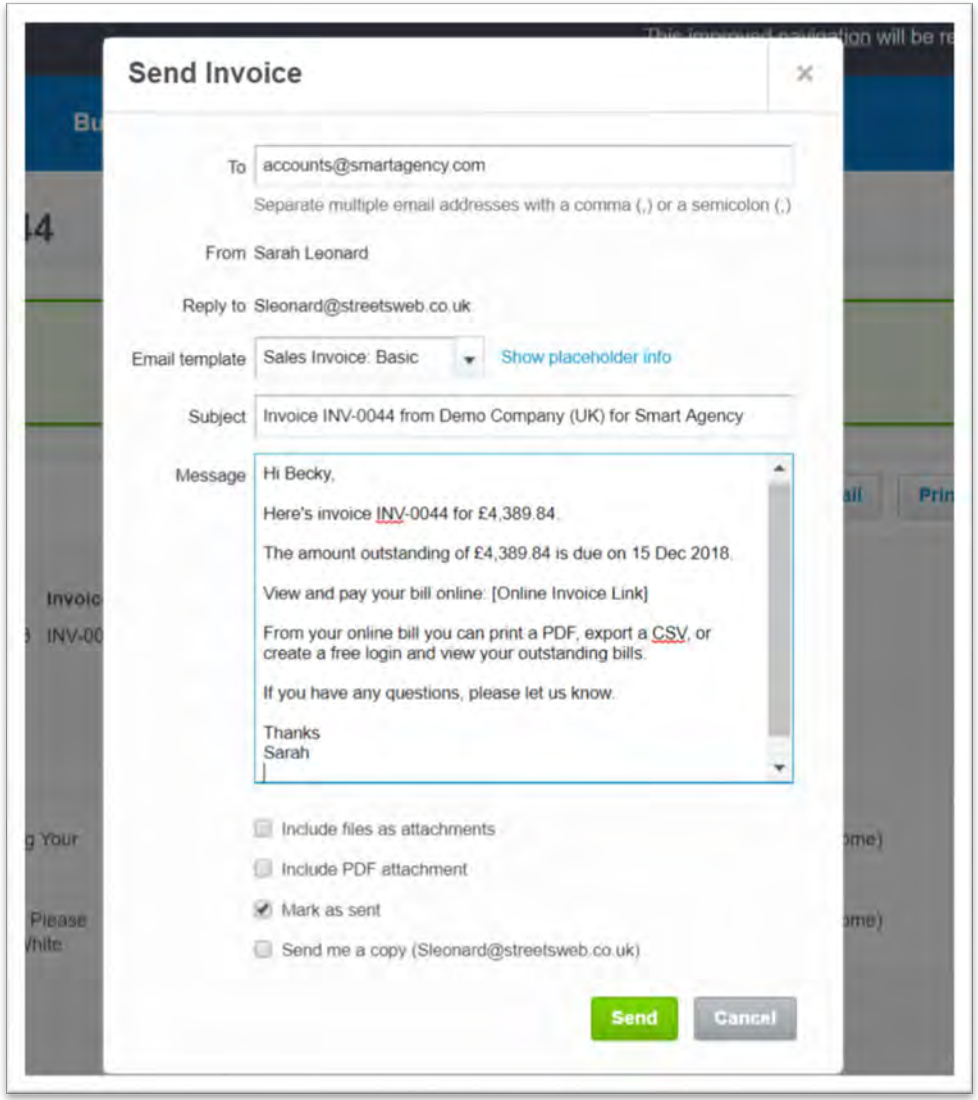

Modify Selected
Payee
Select Payee (optional)
Category
Purchases
VAT
20.0% S (Purchases)
Class
Promotional Items
Location
Cardiff
Cancel
Apply

Sales – send out quicker, get paid faster

Sales – send out quicker, get paid faster

- Email sales invoices – save time, paper, postage…
- Do you NEED to send paper?


Demo Company (UK)
Dashboard
Business
Accounting
Payroll
Projects
Contacts
Sales › Invoices ›
Invoice INV-0044
Awaiting Payment
Preview
Email
Print PDF
Invoice Options
To
Date
Due Date
Invoice #
Branding theme
Online payments
Total
SMART Agency
No address
Add address
15 Nov 2018
15 Dec 2018
INV-0044
Standard
democo@democo.co
Manage
4,389.84
Amounts are Tax Exclusive
Item Code
Description
Quantity
Unit Price
Disc %
Account
Tax Rate
Region
Amount GBP
BOOK
Fish out of Water: Finding Your Brand
200.00
16.63
Sales
20% (VAT on Income)
3,325.00
GB6-White
Golf balls - white 6 pack. Please reorder with code GB6-White
16.00
20.83
Sales
20% (VAT on Income)
333.20
Subtotal
3,658.20
Total VAT 20%
731.64
TOTAL
4,389.84


Send Invoice
To accounts@smartagency.com
Separate multiple email addresses with a comma (,) or a semicolon (;)
From Sarah Leonard
Reply to Sleonard@streetsweb.co.uk
Email template Sales Invoice: Basic
Show placeholder info
Subject Invoice INV-0044 from Demo Company (UK) for Smart Agency
Message
Hi Becky,
Here's invoice INV-0044 for £4,389.84.
The amount outstanding of £4,389.84 is due on 15 Dec 2018.
View and pay your bill online: [Online Invoice Link]
From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.
If you have any questions, please let us know.
Thanks
Sarah
Include files as attachments
Include PDF attachment
Mark as sent
Send me a copy (Sleonard@streetsweb.co.uk)
Send
Cancel

Sales – send out quicker, get paid faster

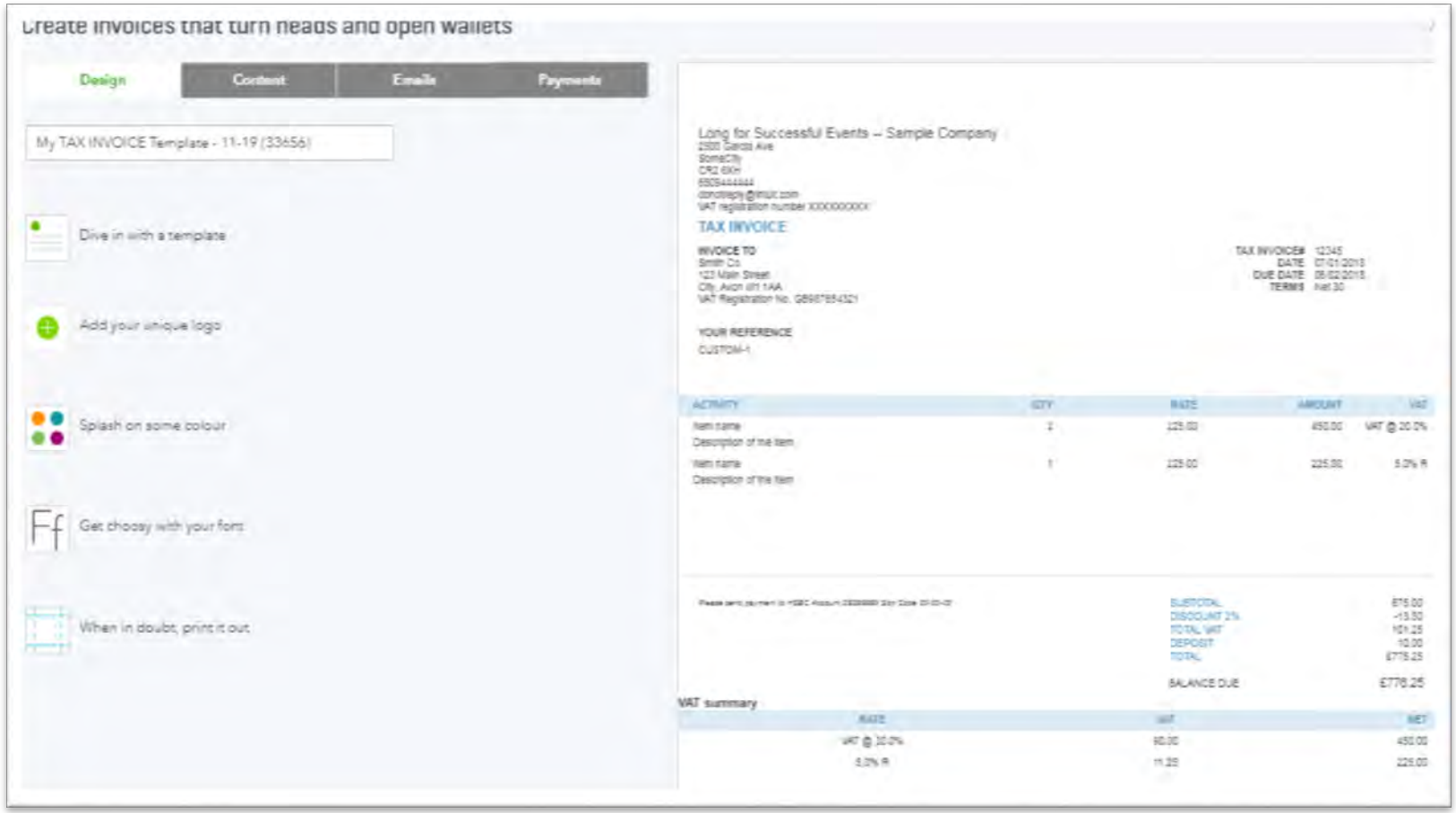
- Insert pay now features

  - Stripe
  - Worldpay
  - Paypal
  - Go Cardless

Real Life Example

My Fuel Supplier

Printed Invoice & Statement vs. Emailed invoices – Paid on my phone


Create invoices that turn heads and open wallets
Design
Content
Emails
Payments
My TAX INVOICE Template - 11-19 (33456)
Dive in with a template
Add your unique logo
Splash on some colour
Get choosy with your font
When in doubt, print it out
TAX INVOICE
VAT summary

Demo Co.

TAX INVOICE

SMART Agency

Invoice Date
15 Nov 2018

Invoice Number
INV-0044

VAT Number
GB 123456789

Orange Demo Co
23 Main Street
Central City
Marineville
MV12 3CC

Description	Quantity	Unit Price	VAT	Amount GBP
Fish out of Water: Finding Your Brand	200.00	16.63	20%	3,325.00
Golf balls - white 6 pack. Please reorder with code GB6-White	16.00	20.83	20%	333.20
			Subtotal	3,658.20
			TOTAL VAT 20%	731.64
			TOTAL GBP	**4,389.84**

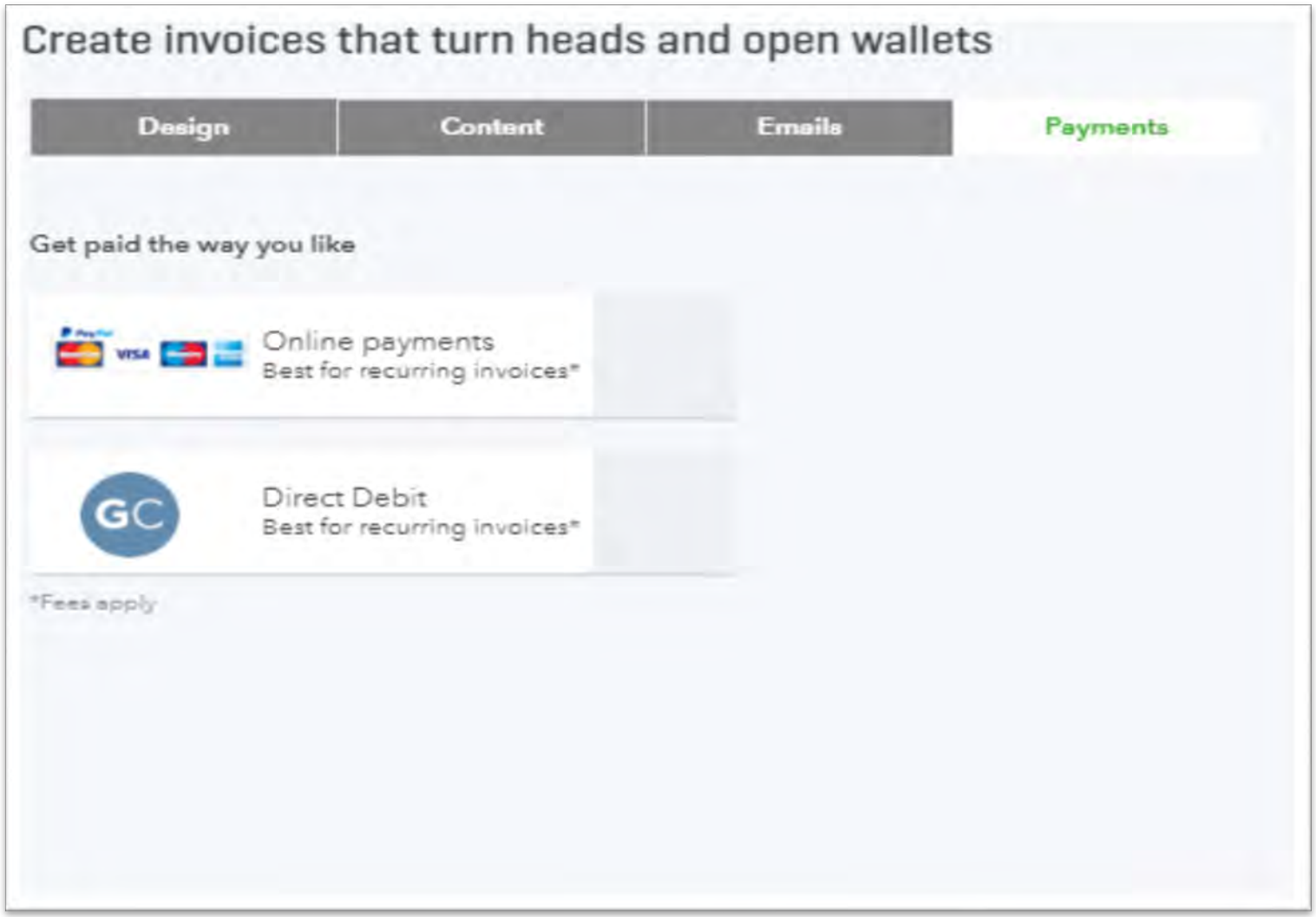
Due Date: 15 Dec 2018
When paying by cheque, please complete this payment advice, detach and post to the address provided.
Online payment preferred - use our account 99-04-04 987654321 or use the 'Pay online now' link to pay via PayPal with your credit card.

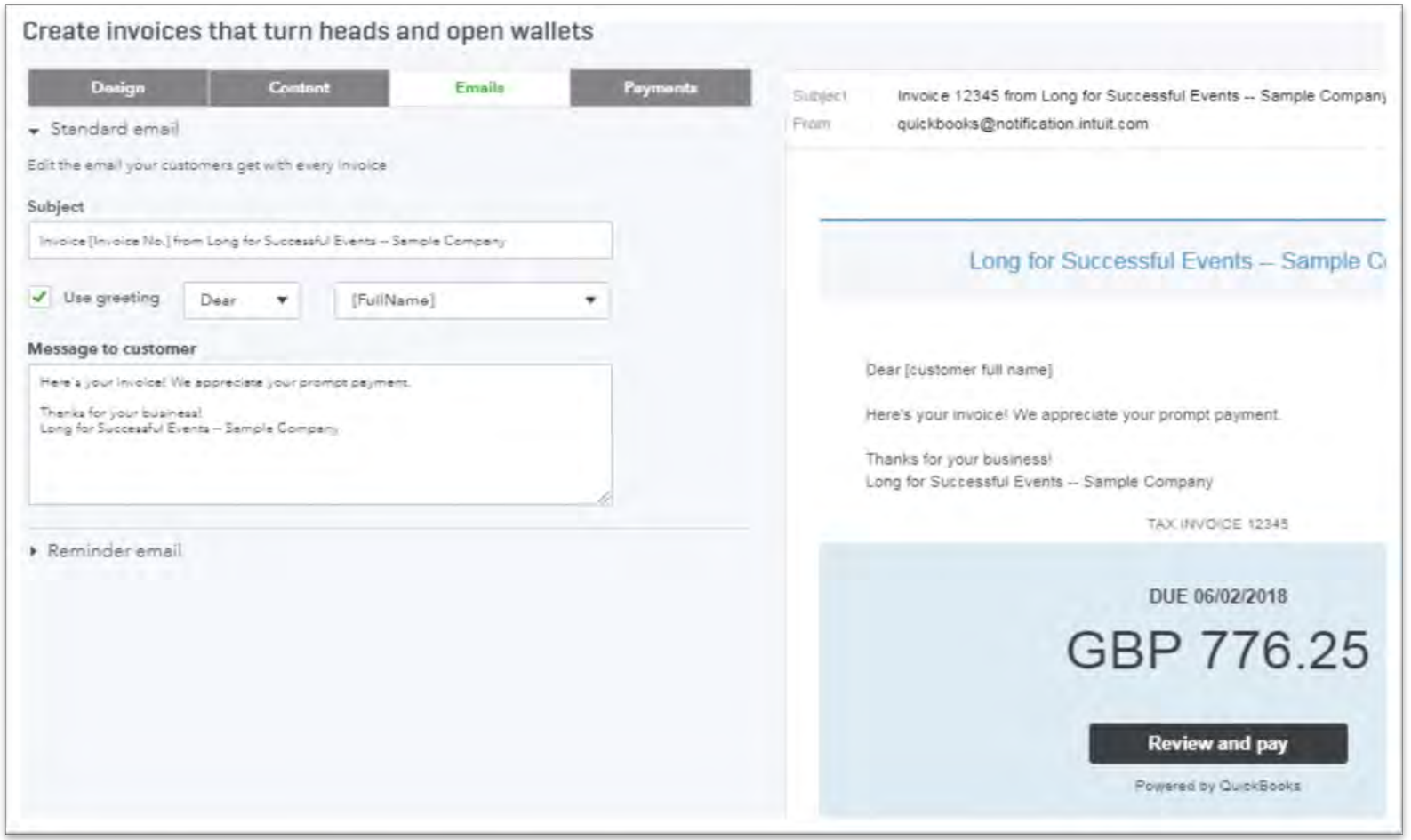
VISA MasterCard PayPal

View and pay online now

Direct Debit Collection – No longer just for the “Big Boys”

- Coming up after the break - Go Cardless
- Easy, affordable direct debit collection


Create invoices that turn heads and open wallets
Design
Content
Emails
Payments
Get paid the way you like
Online payments
Best for recurring invoices*
GC
Direct Debit
Best for recurring invoices*
*Fees apply


Create invoices that turn heads and open wallets
Design
Content
Emails
Payments
Standard email
Edit the email your customers get with every invoice
Subject
Invoice [Invoice No.] from Long for Successful Events – Sample Company
Use greeting
Dear
[FullName]
Message to customer
Here's your invoice! We appreciate your prompt payment.
Thanks for your business!
Long for Successful Events – Sample Company
Reminder email
Subject
Invoice 12345 from Long for Successful Events -- Sample Company
From
quickbooks@notification.intuit.com
Long for Successful Events – Sample C
Dear [customer full name]
Here's your invoice! We appreciate your prompt payment.
Thanks for your business!
Long for Successful Events -- Sample Company
TAX INVOICE 12345
DUE 06/02/2018
GBP 776.25
Review and pay
Powered by QuickBooks

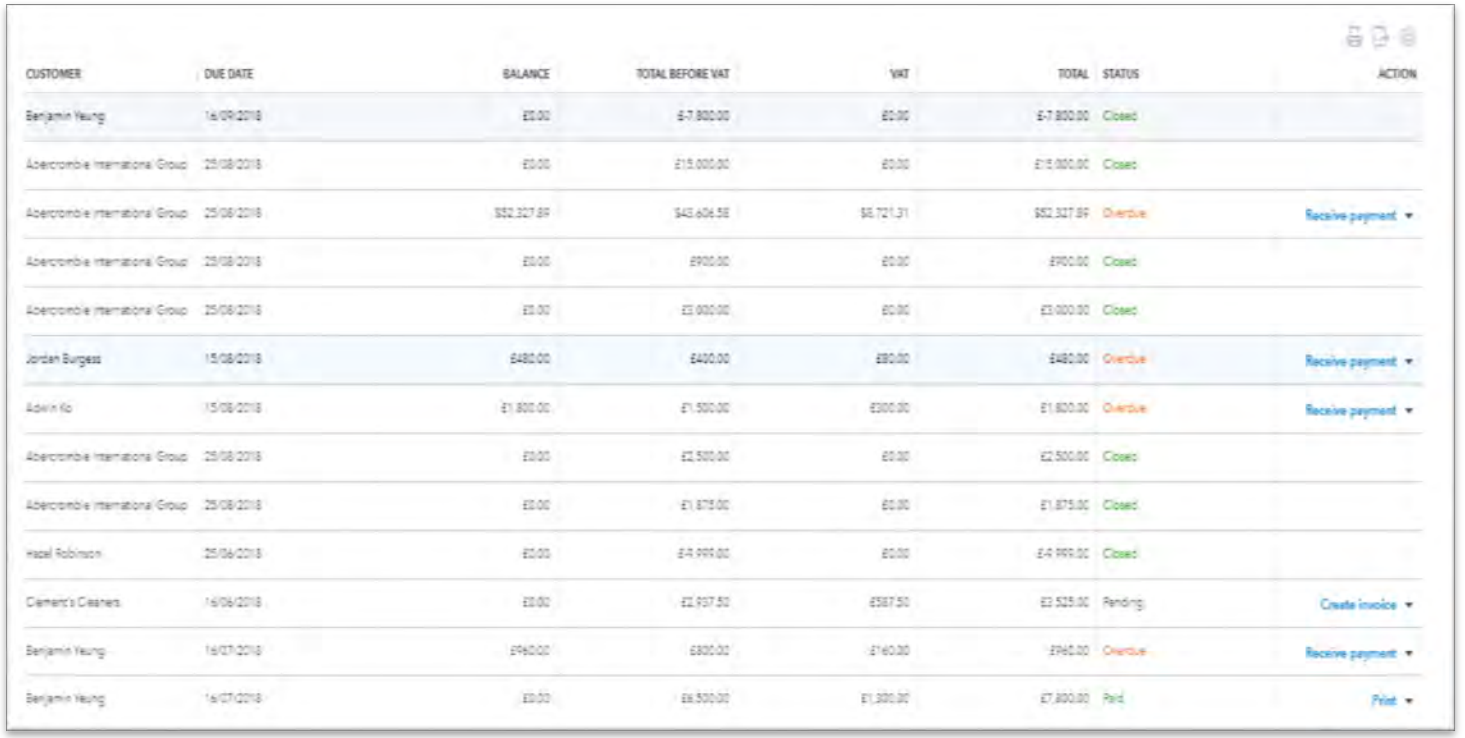
Credit Control

Basic credit control made really easy

Invoices that have exceeded their terms are shown as overdue

Every sales invoice you send has a read receipt

Send statements to customers, with varying levels of severity depending how late they are



CUSTOMER	DUE DATE	BALANCE	TOTAL BEFORE VAT	VAT	TOTAL	STATUS	ACTION
Benjamin Yeung	16/09/2018	£0.00	£7,800.00	£0.00	£7,800.00	Closed	
Abercrombie International Group	25/08/2018	£0.00	£15,000.00	£0.00	£15,000.00	Closed	
Abercrombie International Group	25/08/2018	£52,327.89	£43,606.58	£8,721.31	£52,327.89	Overdue	Receive payment
Abercrombie International Group	25/08/2018	£0.00	£900.00	£0.00	£900.00	Closed	
Abercrombie International Group	25/08/2018	£0.00	£3,000.00	£0.00	£3,000.00	Closed	
Jordan Burgess	15/08/2018	£480.00	£400.00	£80.00	£480.00	Overdue	Receive payment
Adam Ko	15/08/2018	£1,800.00	£1,500.00	£300.00	£1,800.00	Overdue	Receive payment
Abercrombie International Group	25/08/2018	£0.00	£2,500.00	£0.00	£2,500.00	Closed	
Abercrombie International Group	25/08/2018	£0.00	£1,875.00	£0.00	£1,875.00	Closed	
Hazel Robinson	25/06/2018	£0.00	£4,999.00	£0.00	£4,999.00	Closed	
Clement's Cleaners	16/06/2018	£0.00	£2,937.50	£587.50	£3,525.00	Pending	Create invoice
Benjamin Yeung	16/07/2018	£960.00	£800.00	£160.00	£960.00	Overdue	Receive payment
Benjamin Yeung	16/07/2018	£0.00	£6,500.00	£1,300.00	£7,800.00	Paid	Print

Credit Control

- Automated online credit control
- Coming up after the break - Satago

Getting your sales into your software

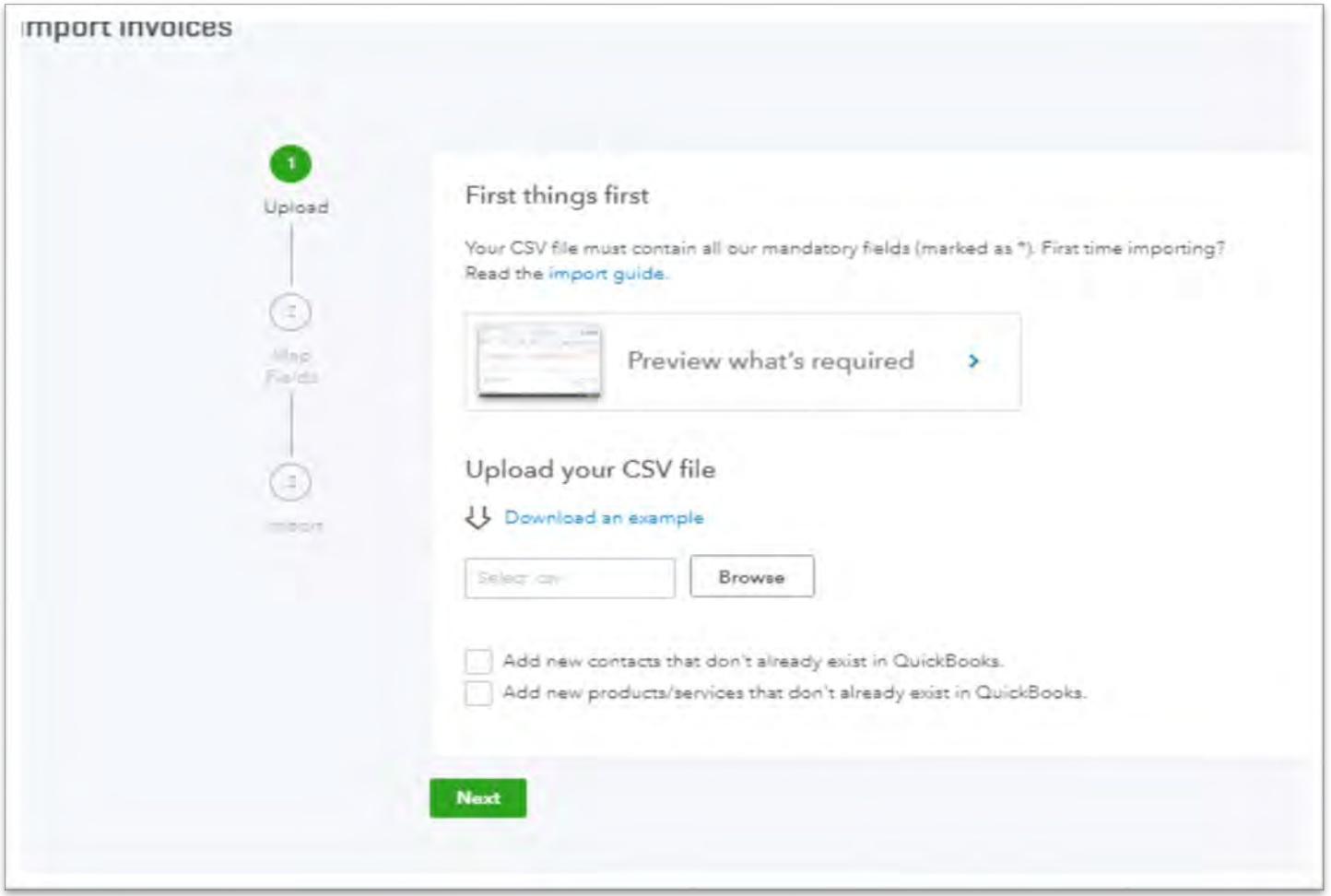
- Sales raised outside of your Accounting software
- API links*
- Manual Import
- Scanning in
- Coming up after the break – Auto Entry

Jargon Free Zone

API – Application Programming Interface

Application Programming Interface – allows one piece of softwatre interact with another piece of software.

“Plumbing”

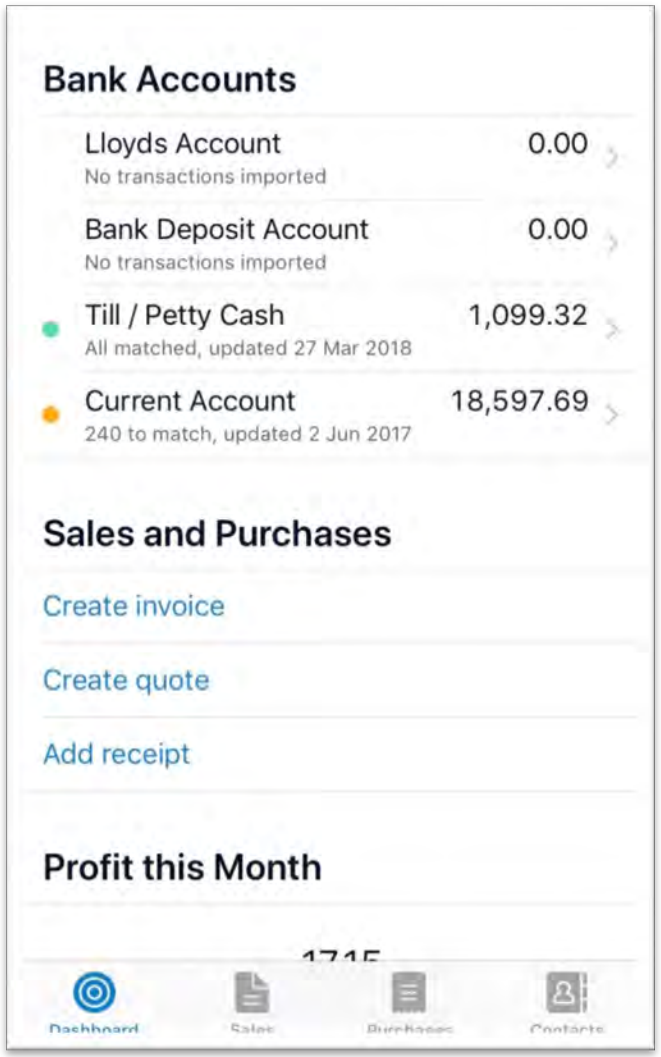

Import invoices
1
Upload
Map Fields
Import
First things first
Your CSV file must contain all our mandatory fields (marked as *). First time importing? Read the import guide.
Preview what's required
Upload your CSV file
Download an example
Browse
Add new contacts that don't already exist in QuickBooks.
Add new products/services that don't already exist in QuickBooks.
Next

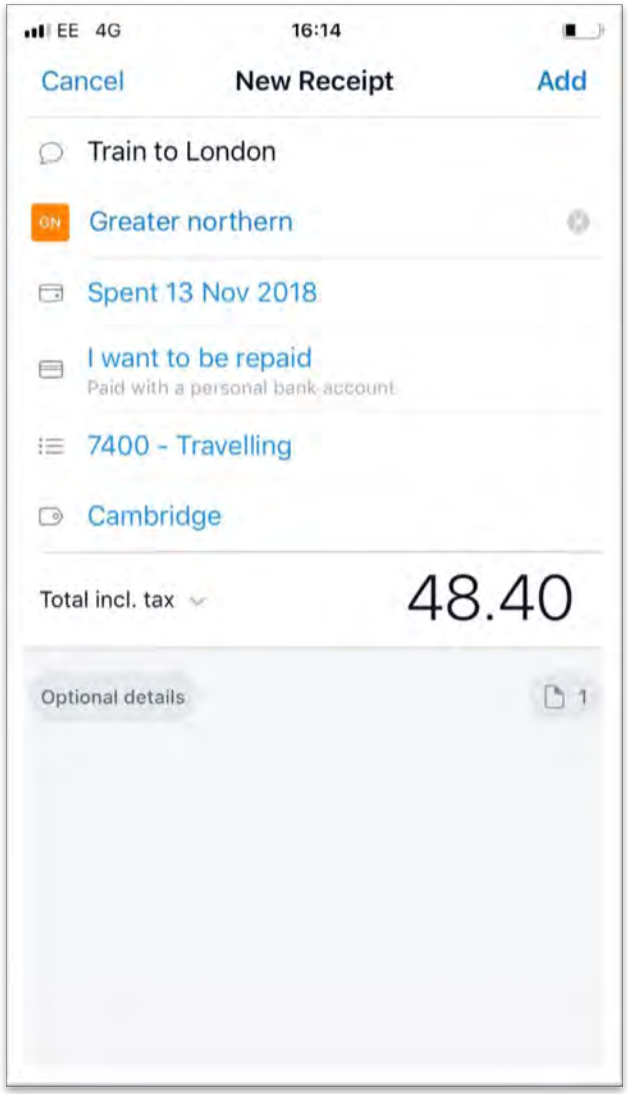
Expenses

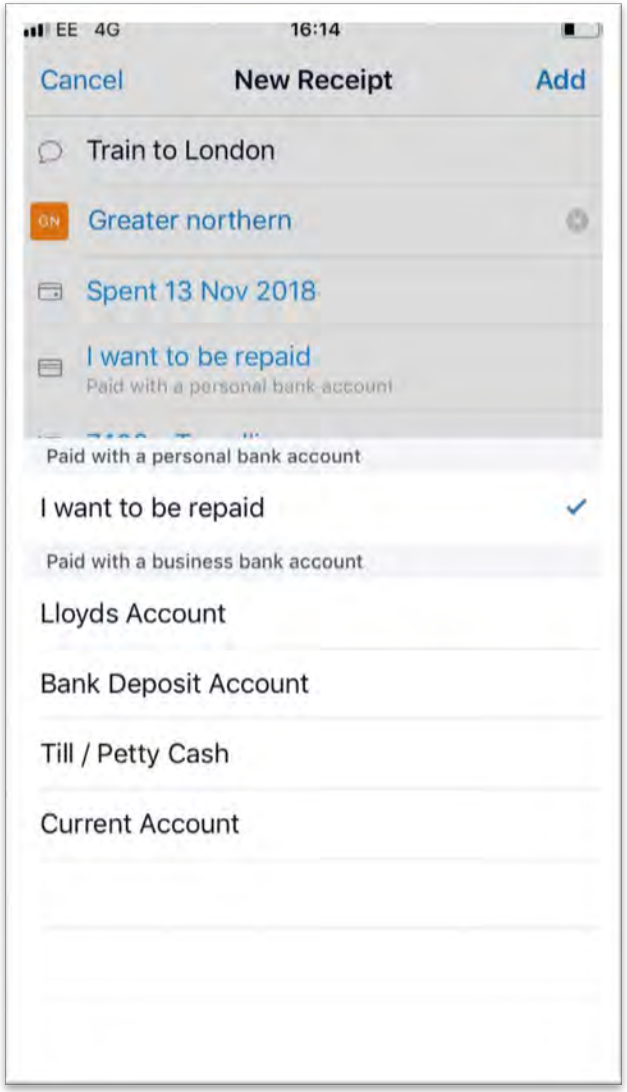
- The old way – manual forms
- The “new” way – manual forms on excel
- The “digital” way – on your phone, on the go…

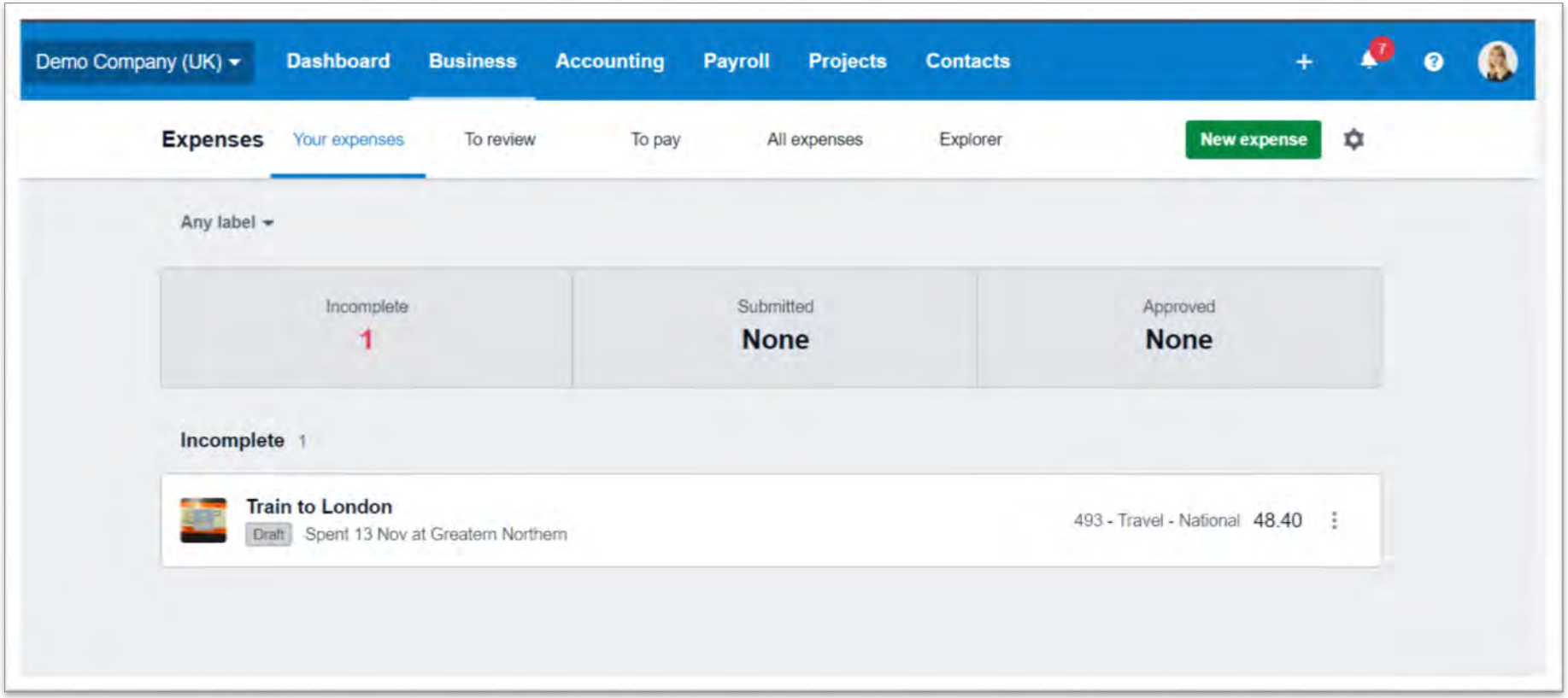
EE 4G
20:21
Xero
Xero Me
Expenses
Projects
QuickBooks
iZettle
AutoEntry

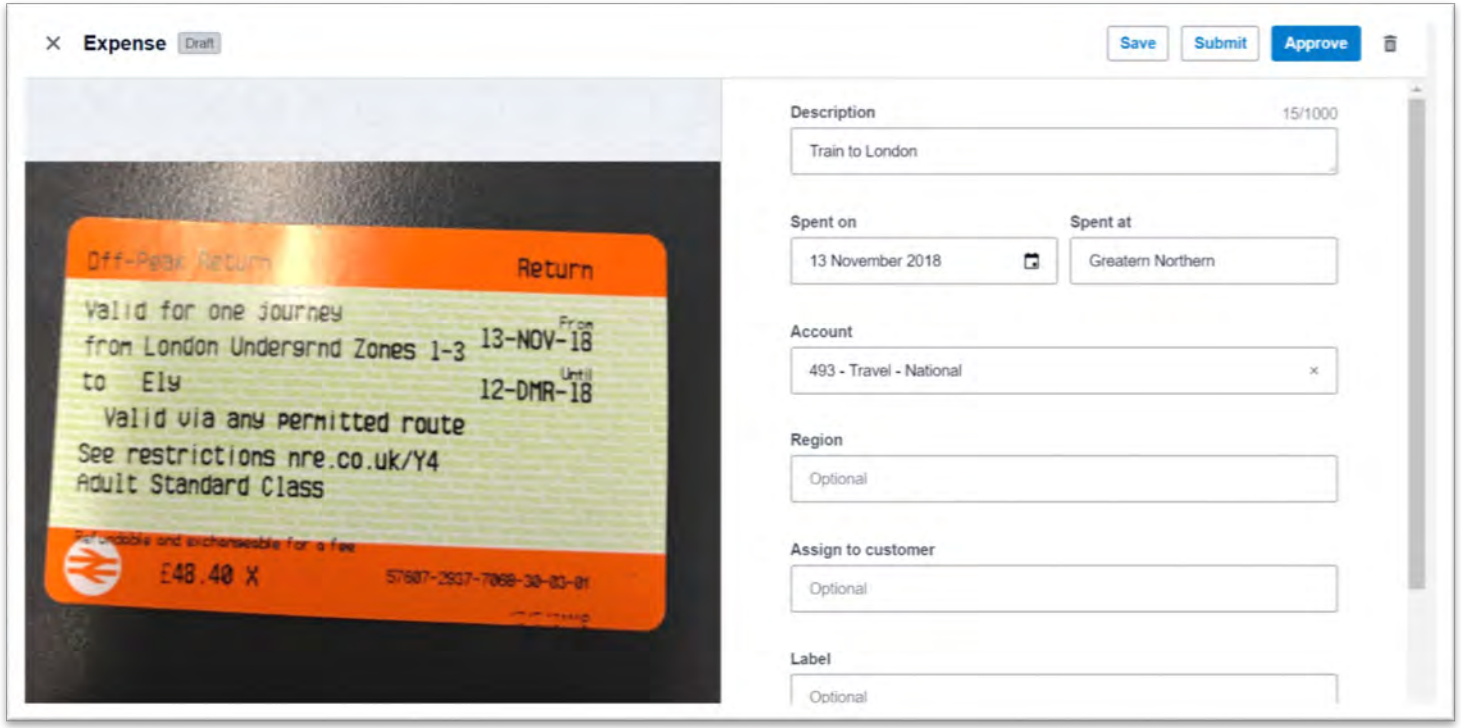
- Whose money did you spend?
- What was it for?
- Attach copy of document


Bank Accounts
Lloyds Account
No transactions imported
0.00
Bank Deposit Account
No transactions imported
0.00
Till / Petty Cash
All matched, updated 27 Mar 2018
1,099.32
Current Account
240 to match, updated 2 Jun 2017
18,597.69
Sales and Purchases
Create invoice
Create quote
Add receipt
Profit this Month


EE 4G
16:14
Cancel
New Receipt
Add
Train to London
GN
Greater northern
Spent 13 Nov 2018
I want to be repaid
Paid with a personal bank account
7400 - Travelling
Cambridge
Total incl. tax
48.40
Optional details
1


EE 4G
16:14
Cancel
New Receipt
Add
Train to London
GN
Greater northern
Spent 13 Nov 2018
I want to be repaid
Paid with a personal bank account
Paid with a personal bank account
I want to be repaid
Paid with a business bank account
Lloyds Account
Bank Deposit Account
Till / Petty Cash
Current Account


Demo Company (UK)
Dashboard
Business
Accounting
Payroll
Projects
Contacts
Expenses
Your expenses
To review
To pay
All expenses
Explorer
New expense
Any label
Incomplete
1
Submitted
None
Approved
None
Incomplete 1
Train to London
Draft
Spent 13 Nov at Greatern Northern
493 - Travel - National
48.40


Expense
Draft
Save
Submit
Approve
Off-Peak Return
Return
Valid for one journey
from London Undergrnd Zones 1-3
to Ely
Valid via any permitted route
See restrictions nre.co.uk/Y4
Adult Standard Class
From
13-NOV-18
Until
12-DMR-18
£48.40 X
Description
15/1000
Train to London
Spent on
13 November 2018
Spent at
Greatern Northern
Account
493 - Travel - National
Region
Optional
Assign to customer
Optional
Label
Optional

Expenses

Can use for:

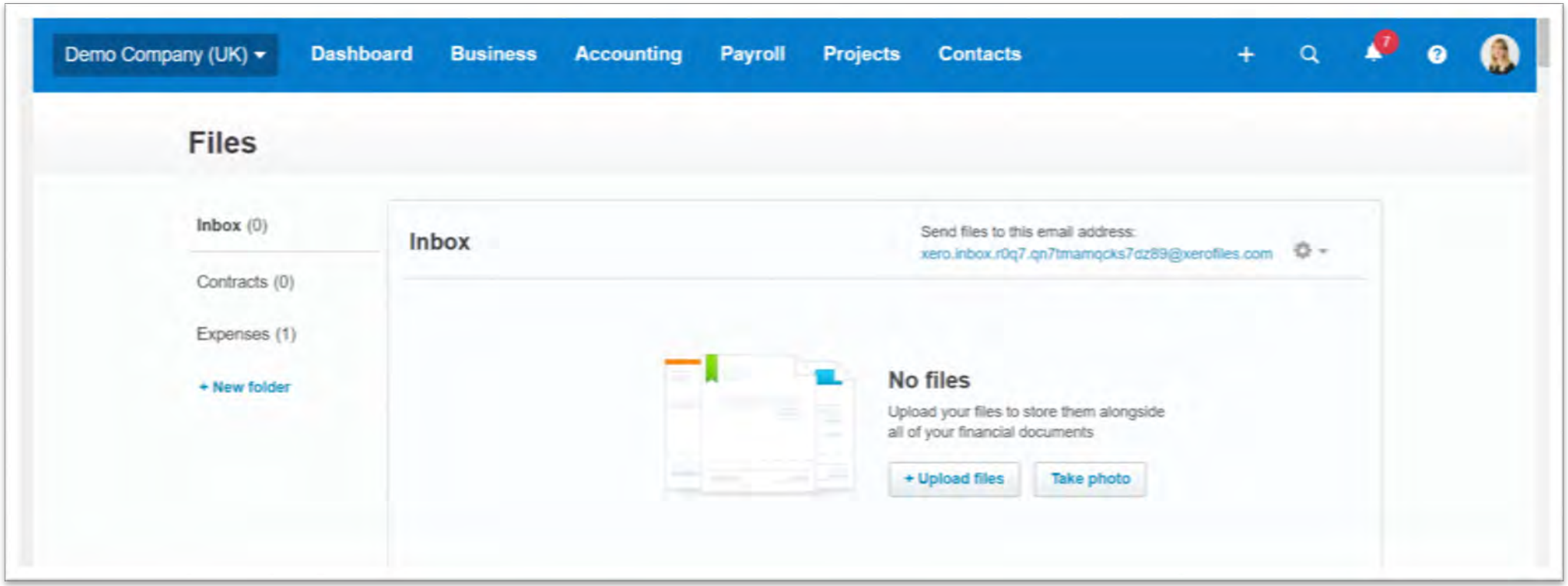
- Company money
- Your money

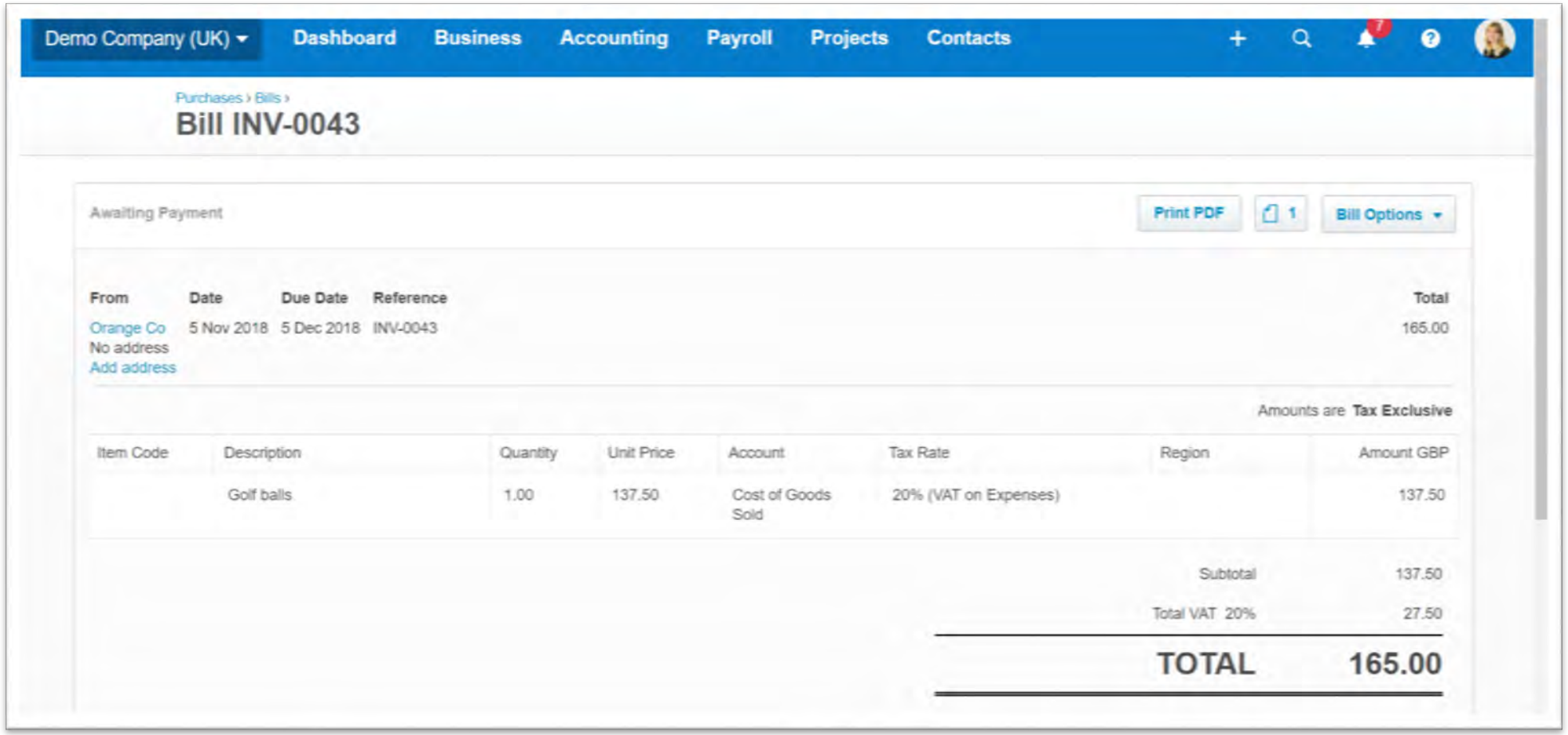
Good for:

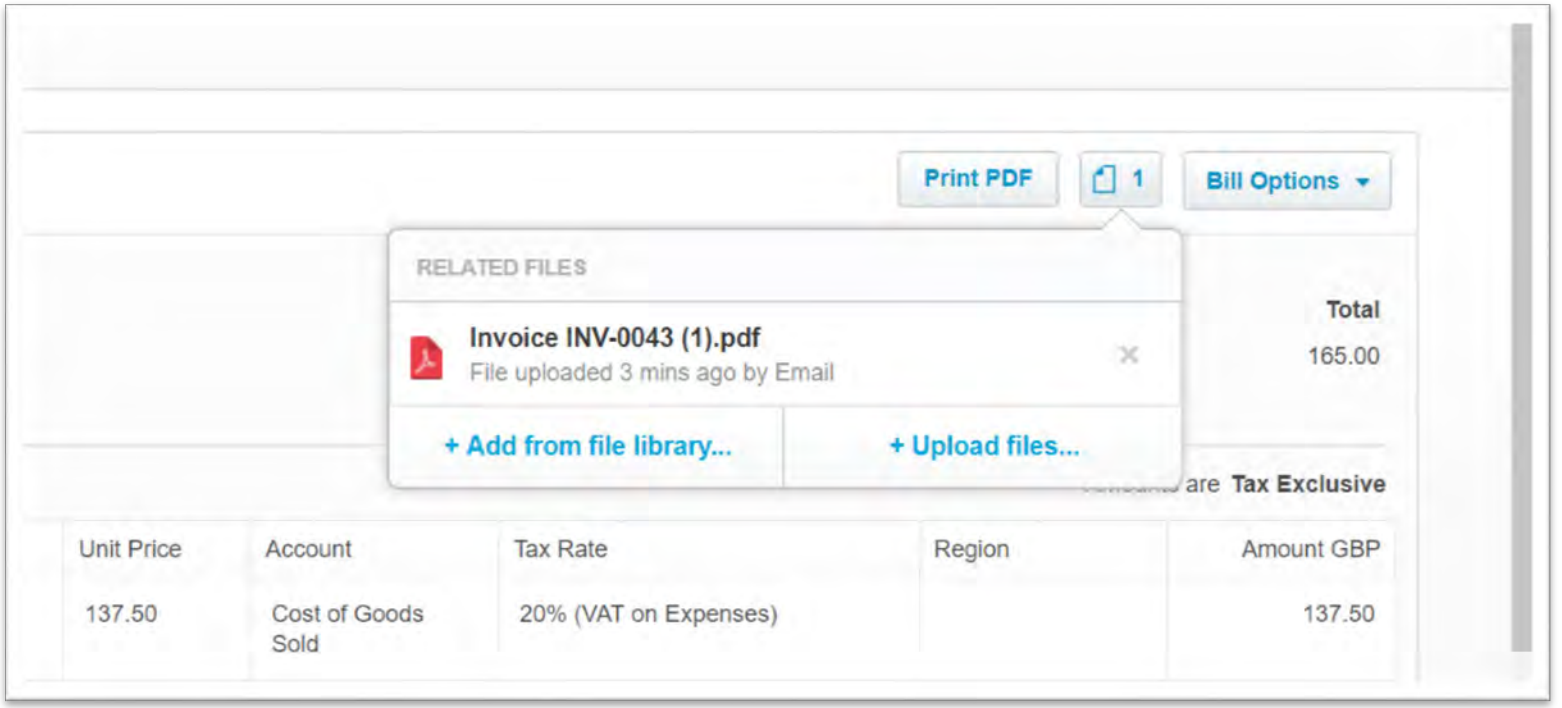
- Business owners
- Sales teams…

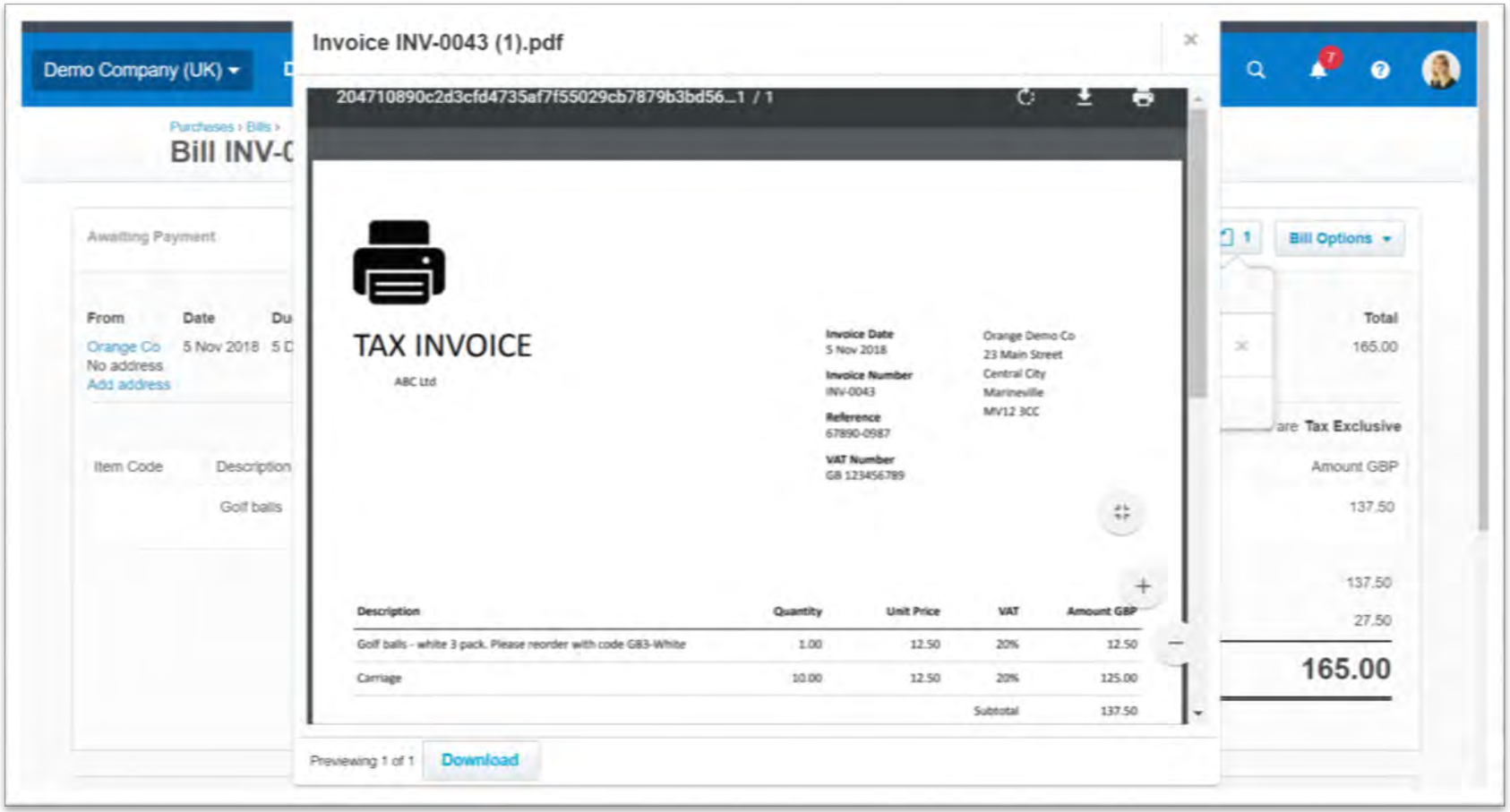
Documents

- The end of the filing cabinet
- The “safety box”
- Scan and send
- Email into QBO/Xero


Demo Company (UK)
Dashboard
Business
Accounting
Payroll
Projects
Contacts
Files
Inbox (0)
Contracts (0)
Expenses (1)
+ New folder
Inbox
Send files to this email address:
xero.inbox.r0q7.qn7tmamqcks7cz89@xerofiles.com
No files
Upload your files to store them alongside all of your financial documents
+ Upload files
Take photo


Demo Company (UK)
Dashboard
Business
Accounting
Payroll
Projects
Contacts
Purchases › Bills ›
Bill INV-0043
Awaiting Payment
Print PDF
1
Bill Options
From
Date
Due Date
Reference
Total
Orange Co
No address
Add address
5 Nov 2018
5 Dec 2018
INV-0043
165.00
Amounts are Tax Exclusive
Item Code
Description
Quantity
Unit Price
Account
Tax Rate
Region
Amount GBP
Golf balls
1.00
137.50
Cost of Goods Sold
20% (VAT on Expenses)
137.50
Subtotal
137.50
Total VAT 20%
27.50
TOTAL
165.00


Print PDF
1
Bill Options
RELATED FILES
Invoice INV-0043 (1).pdf
File uploaded 3 mins ago by Email
+ Add from file library...
+ Upload files...
Total
165.00
are Tax Exclusive
Unit Price
Account
Tax Rate
Region
Amount GBP
137.50
Cost of Goods Sold
20% (VAT on Expenses)
137.50


Invoice INV-0043 (1).pdf
Demo Company (UK)
Purchases › Bills ›
Bill INV-0
Awaiting Payment
From
Orange Co
No address
Add address
Date
5 Nov 2018
Item Code
Description
Golf balls
204710890c2d3cfd4735af7f55029cb7879b3bd56...1 / 1
TAX INVOICE
ABC Ltd
Invoice Date
5 Nov 2018
Invoice Number
INV-0043
Reference
67890-0987
VAT Number
GB 123456789
Orange Demo Co
23 Main Street
Central City
Marineville
MV12 3CC
Description
Quantity
Unit Price
VAT
Amount GBP
Golf balls - white 3 pack. Please reorder with code GB3-White
1.00
12.50
20%
12.50
Carriage
10.00
12.50
20%
125.00
Subtotal
137.50
Previewing 1 of 1
Download
Bill Options
Total
165.00
Tax Exclusive
Amount GBP
137.50
137.50
27.50
165.00

- OCR*
- Coming up after the break – Auto Entry

Jargon Free Zone

OCR - Optical Character Recognition

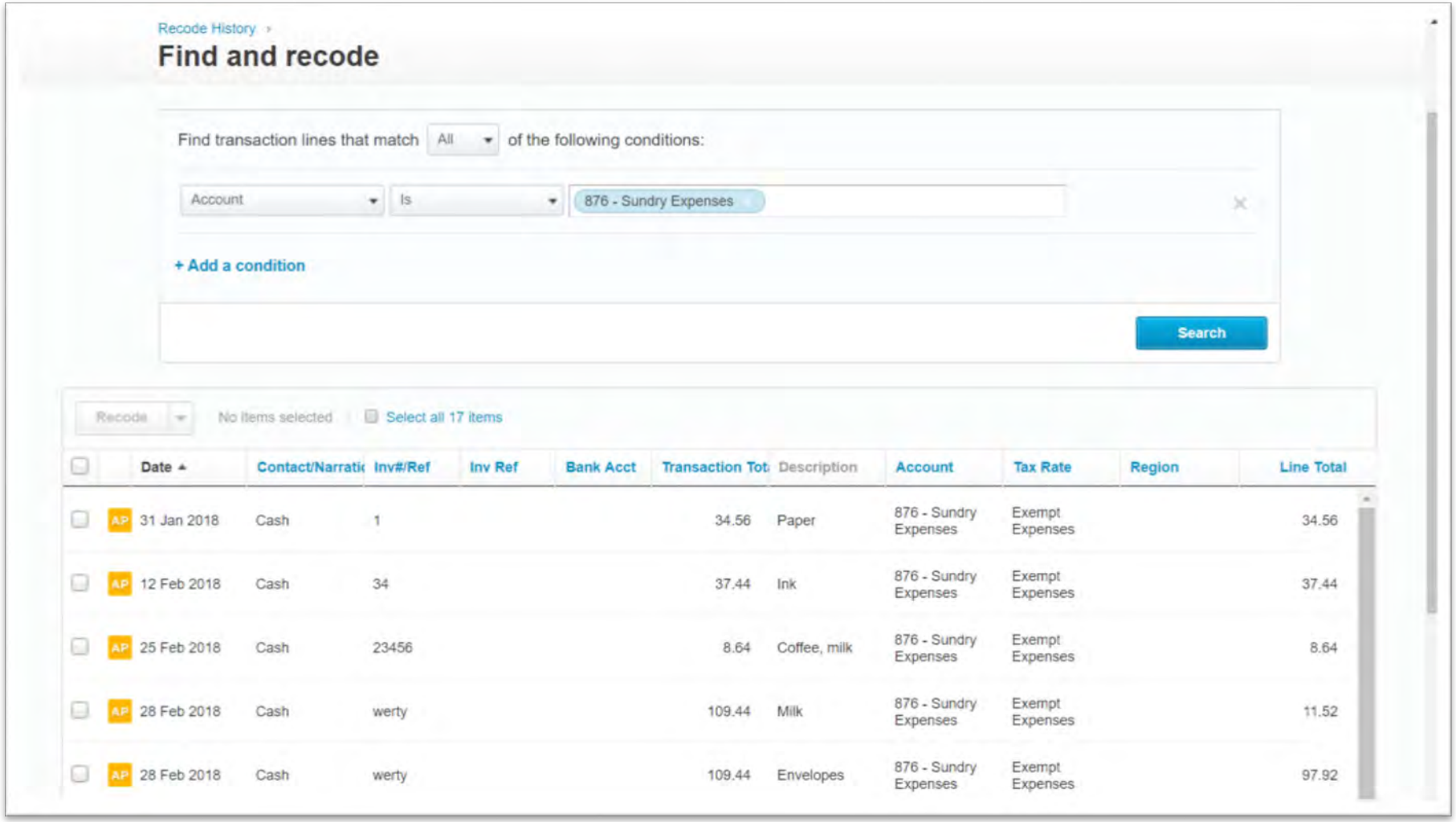
Recognition of printed or written text by a computer. An example of Artifical Inteligence (AI)

Computer ‘eyes’

Accounts Software
Document Scanning – Auto Entry
Credit Control - Satago
Direct Debit Collection – Go Cardless
Stock Control - Khaos
EPOS (tills) – iZettle
Property Management
Subscription Renewal

My Top 5 Xero "Top Tips"

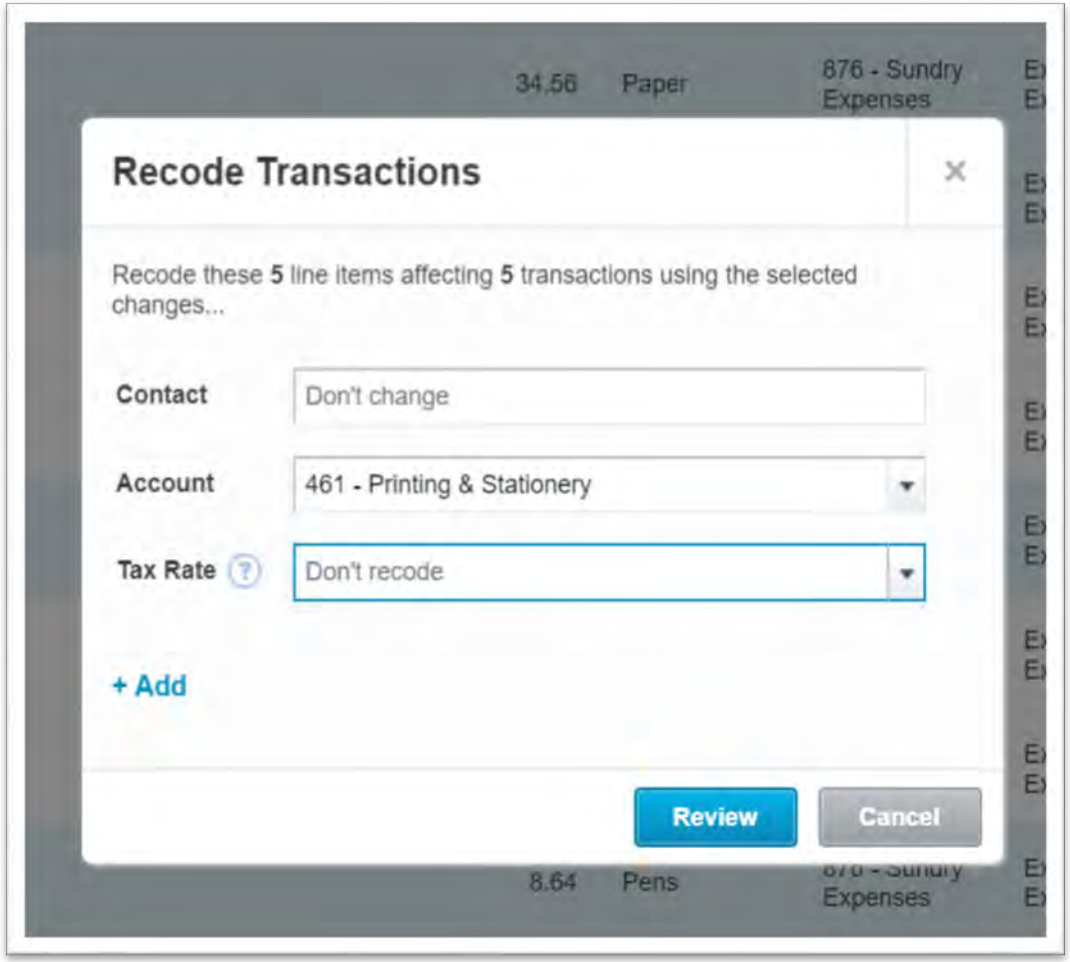
1. Find & Replace


Recode History
Find and recode
Find transaction lines that match All of the following conditions:
Account
Is
876 - Sundry Expenses
+ Add a condition
Search
Recode
No items selected
Select all 17 items
Date
Contact/Narrati
Inv#/Ref
Inv Ref
Bank Acct
Transaction Tot
Description
Account
Tax Rate
Region
Line Total
AP 31 Jan 2018 Cash 1 34.56 Paper 876 - Sundry Expenses Exempt Expenses 34.56
AP 12 Feb 2018 Cash 34 37.44 Ink 876 - Sundry Expenses Exempt Expenses 37.44
AP 25 Feb 2018 Cash 23456 8.64 Coffee, milk 876 - Sundry Expenses Exempt Expenses 8.64
AP 28 Feb 2018 Cash werty 109.44 Milk 876 - Sundry Expenses Exempt Expenses 11.52
AP 28 Feb 2018 Cash werty 109.44 Envelopes 876 - Sundry Expenses Exempt Expenses 97.92

Recode | 5 items selected | Select all 17 items

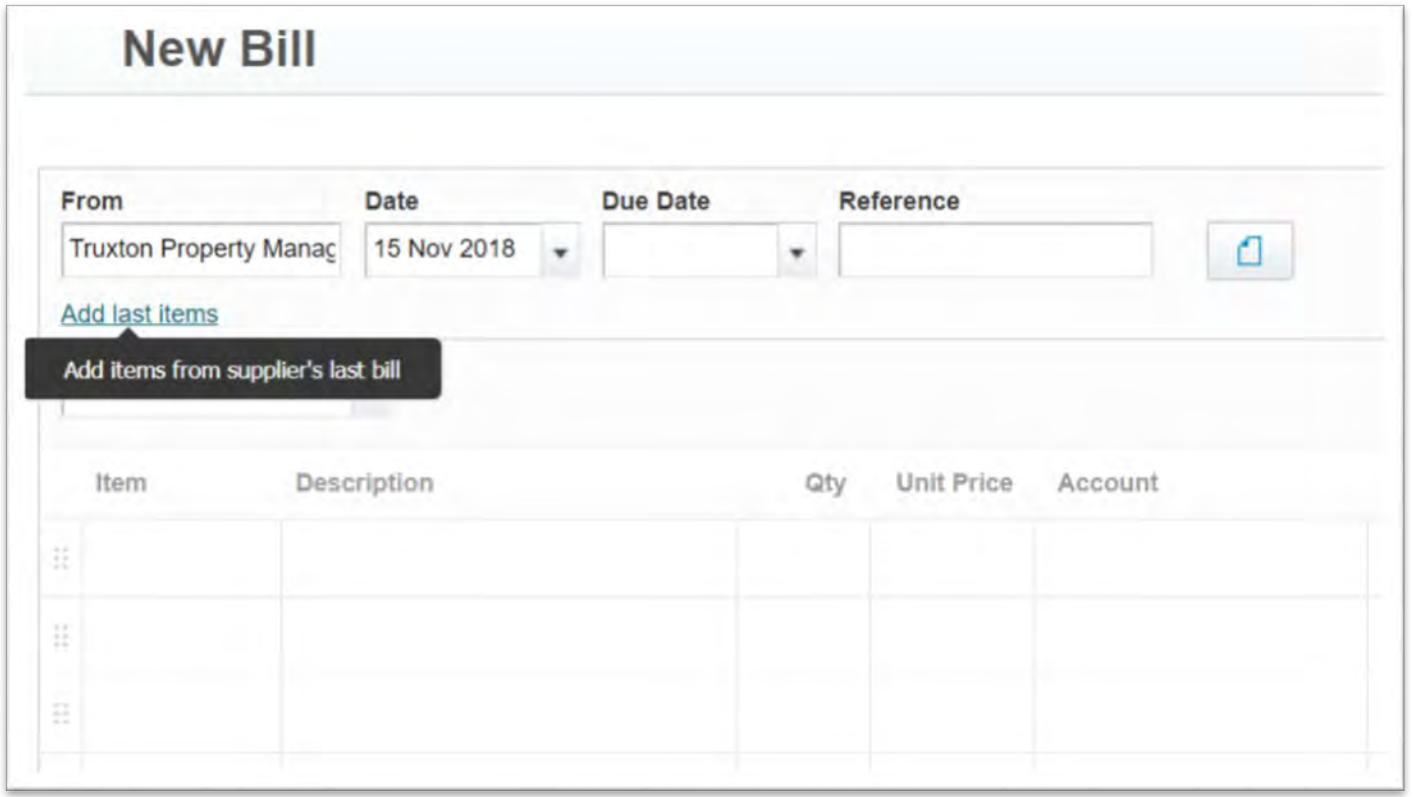
	Date	Contact/Narratic	Inv#/Ref	Inv Ref	Bank Acct	Transaction Tot	Description	Account	Tax Rate	Region	Line Total
☑	AP 31 Jan 2018	Cash	1			34.56	Paper	876 - Sundry Expenses	Exempt Expenses		34.56
☑	AP 12 Feb 2018	Cash	34			37.44	Ink	876 - Sundry Expenses	Exempt Expenses		37.44
☐	AP 25 Feb 2018	Cash	23456			8.64	Coffee, milk	876 - Sundry Expenses	Exempt Expenses		8.64
☐	AP 28 Feb 2018	Cash	werty			109.44	Milk	876 - Sundry Expenses	Exempt Expenses		11.52
☑	AP 28 Feb 2018	Cash	werty			109.44	Envelopes	876 - Sundry Expenses	Exempt Expenses		97.92
☐	AP 04 Mar 2018	Cash	43567			23.04	Stamps	876 - Sundry Expenses	Exempt Expenses		23.04
☐	AP 15 Apr 2018	Cash	87654			14.40	Stamps	876 - Sundry Expenses	Exempt Expenses		14.40
☑	AP 20 Apr 2018	Cash	rty			8.64	Pens	876 - Sundry Expenses	Exempt Expenses		8.64
☑	AP 23 Apr 2018	Cash	jhgf			11.52	Labels	876 - Sundry Expenses	Exempt Expenses		11.52

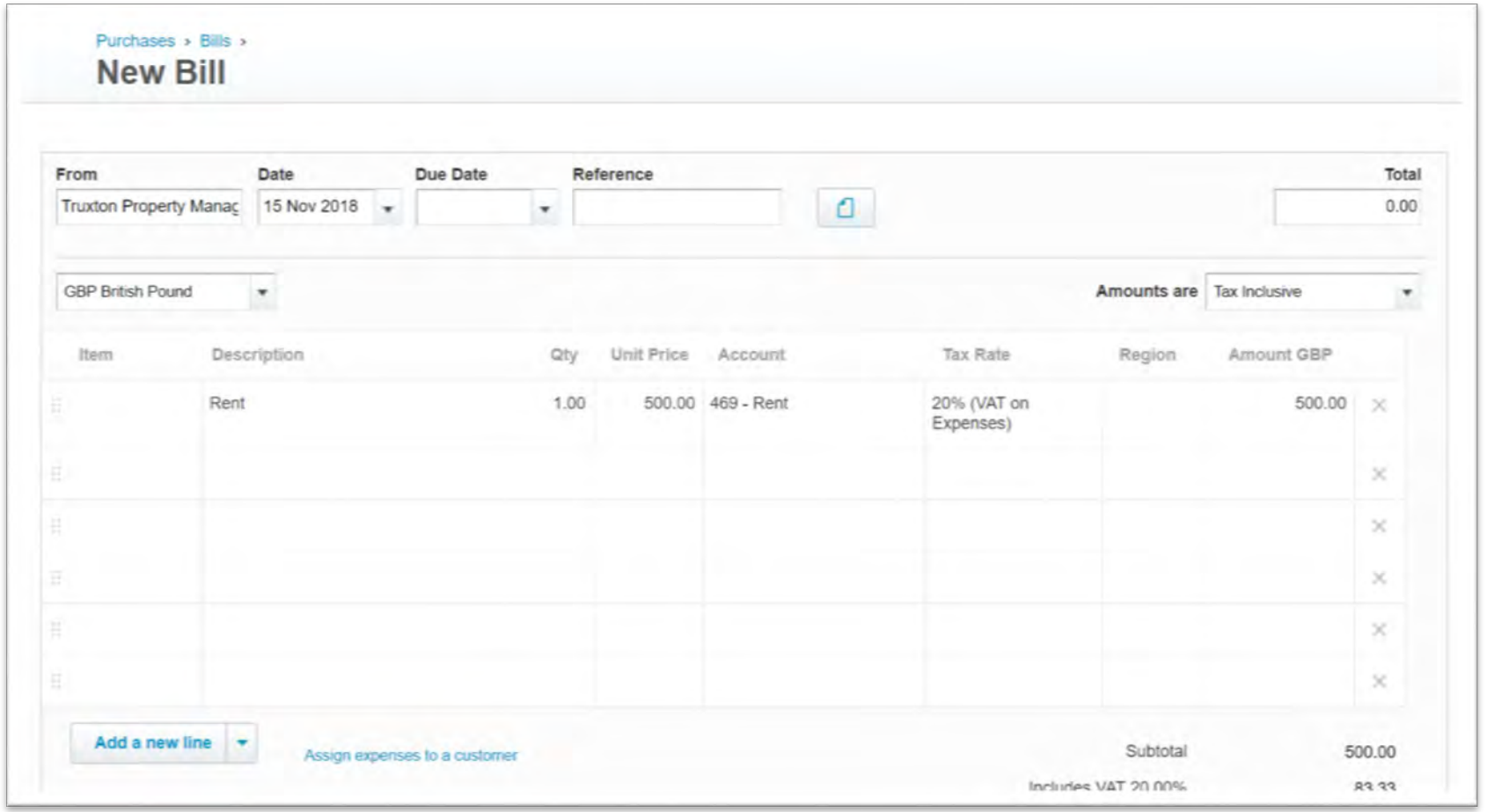
100 items per page | 17 total items


34.56 Paper 876 - Sundry Expenses
Recode Transactions
Recode these 5 line items affecting 5 transactions using the selected changes...
Contact
Don't change
Account
461 - Printing & Stationery
Tax Rate
Don't recode
+ Add
Review
Cancel
8.64 Pens
Expenses

My Top 5 Xero "Top Tips"

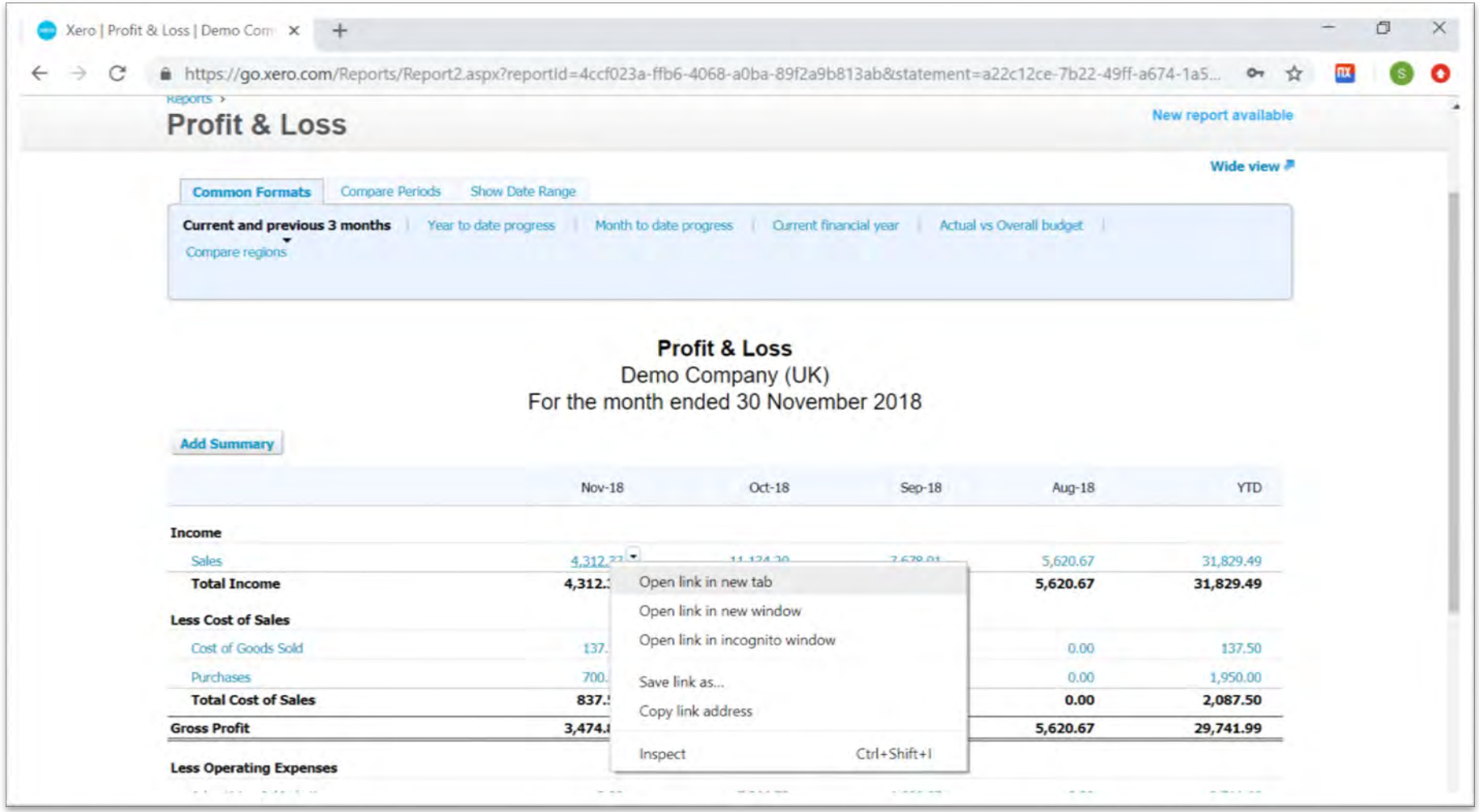
1. Find & Replace
2. Use Last Items

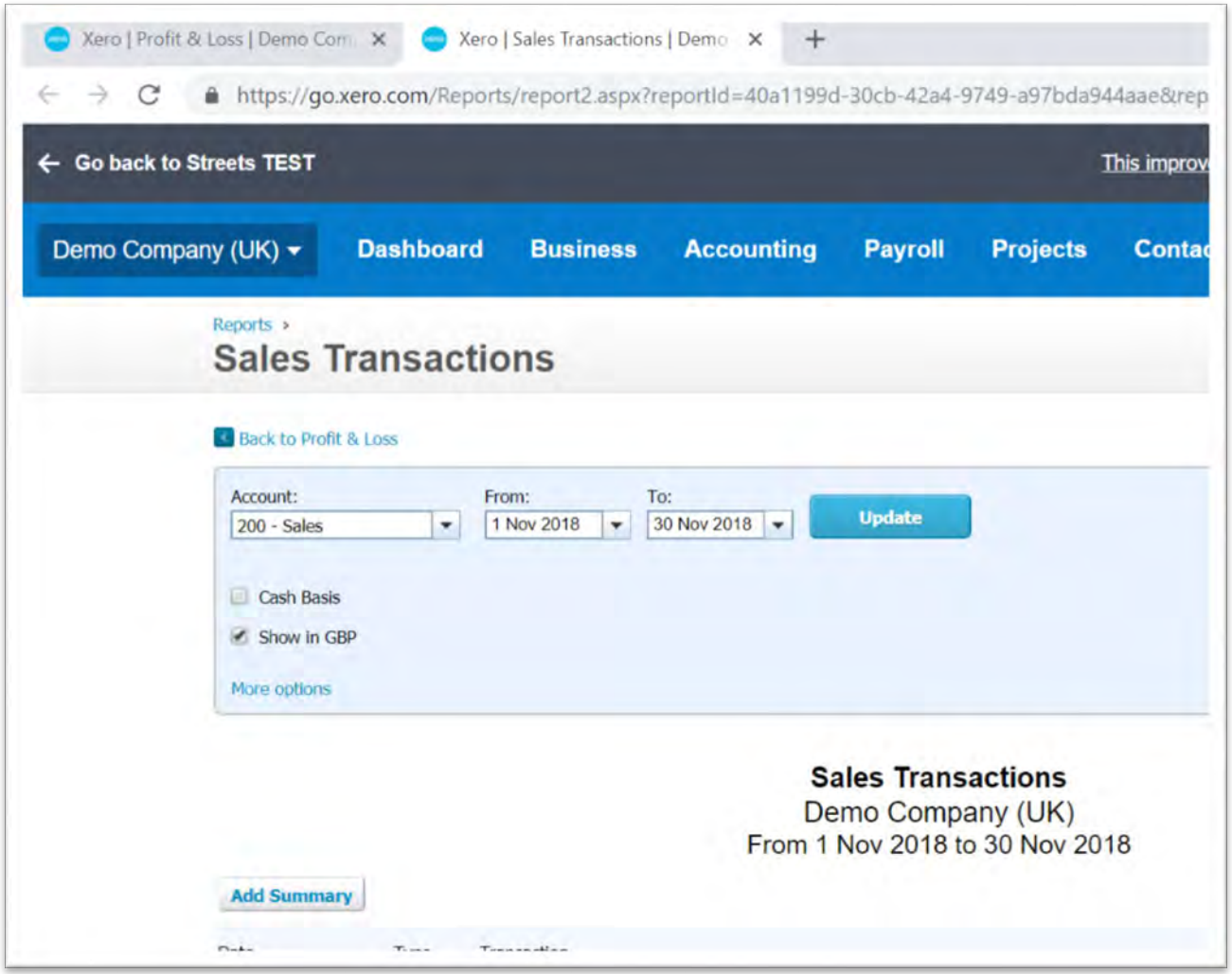

New Bill
From
Truxton Property Manag
Date
15 Nov 2018
Due Date
Reference
Add last items
Add items from supplier's last bill
Item
Description
Qty
Unit Price
Account


Purchases › Bills ›
New Bill
From
Truxton Property Manag
Date
15 Nov 2018
Due Date
Reference
Total
0.00
GBP British Pound
Amounts are
Tax Inclusive
Item
Description
Qty
Unit Price
Account
Tax Rate
Region
Amount GBP
Rent
1.00
500.00
469 - Rent
20% (VAT on Expenses)
500.00
Add a new line
Assign expenses to a customer
Subtotal
500.00

My Top 5 Xero "Top Tips"

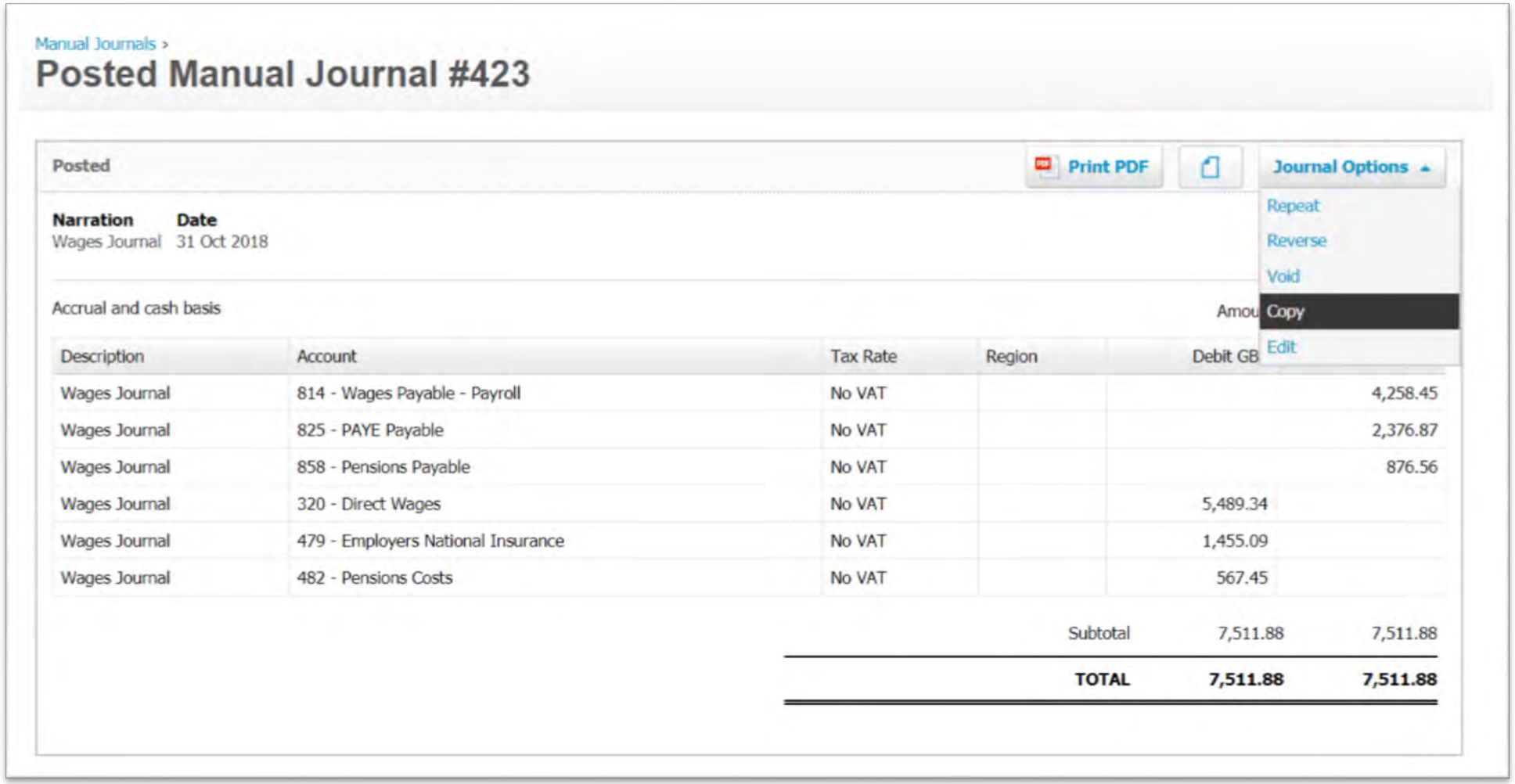
1. Find & Replace
2. Use Last Items
3. Duplicate Tab


Xero | Profit & Loss | Demo Com
https://go.xero.com/Reports/Report2.aspx?reportId=4ccf023a-ffb6-4068-a0ba-89f2a9b813ab&statement=a22c12ce-7b22-49ff-a674-1a5...
Reports
Profit & Loss
New report available
Wide view
Common Formats
Compare Periods
Show Date Range
Current and previous 3 months
Year to date progress
Month to date progress
Current financial year
Actual vs Overall budget
Compare regions
Profit & Loss
Demo Company (UK)
For the month ended 30 November 2018
Add Summary
Nov-18
Oct-18
Sep-18
Aug-18
YTD
Income
Sales
5,620.67
31,829.49
Total Income
5,620.67
31,829.49
Less Cost of Sales
Cost of Goods Sold
0.00
137.50
Purchases
0.00
1,950.00
Total Cost of Sales
0.00
2,087.50
Gross Profit
5,620.67
29,741.99
Less Operating Expenses
Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy link address
Inspect
Ctrl+Shift+I


Xero | Profit & Loss | Demo Com
Xero | Sales Transactions | Demo
https://go.xero.com/Reports/report2.aspx?reportId=40a1199d-30cb-42a4-9749-a97bda944aae&rep
Go back to Streets TEST
This improv
Demo Company (UK)
Dashboard
Business
Accounting
Payroll
Projects
Contac
Reports ›
Sales Transactions
Back to Profit & Loss
Account:
200 - Sales
From:
1 Nov 2018
To:
30 Nov 2018
Update
Cash Basis
Show in GBP
More options
Sales Transactions
Demo Company (UK)
From 1 Nov 2018 to 30 Nov 2018
Add Summary

My Top 5 Xero "Top Tips"

1. Find & Replace
2. Use Last Items
3. Duplicate Tab
4. Copy Journals



Manual Journals ›

Posted Manual Journal #423

Posted

Print PDF

Journal Options

Repeat
Reverse
Void
Copy
Edit

Narration Wages Journal

Date 31 Oct 2018

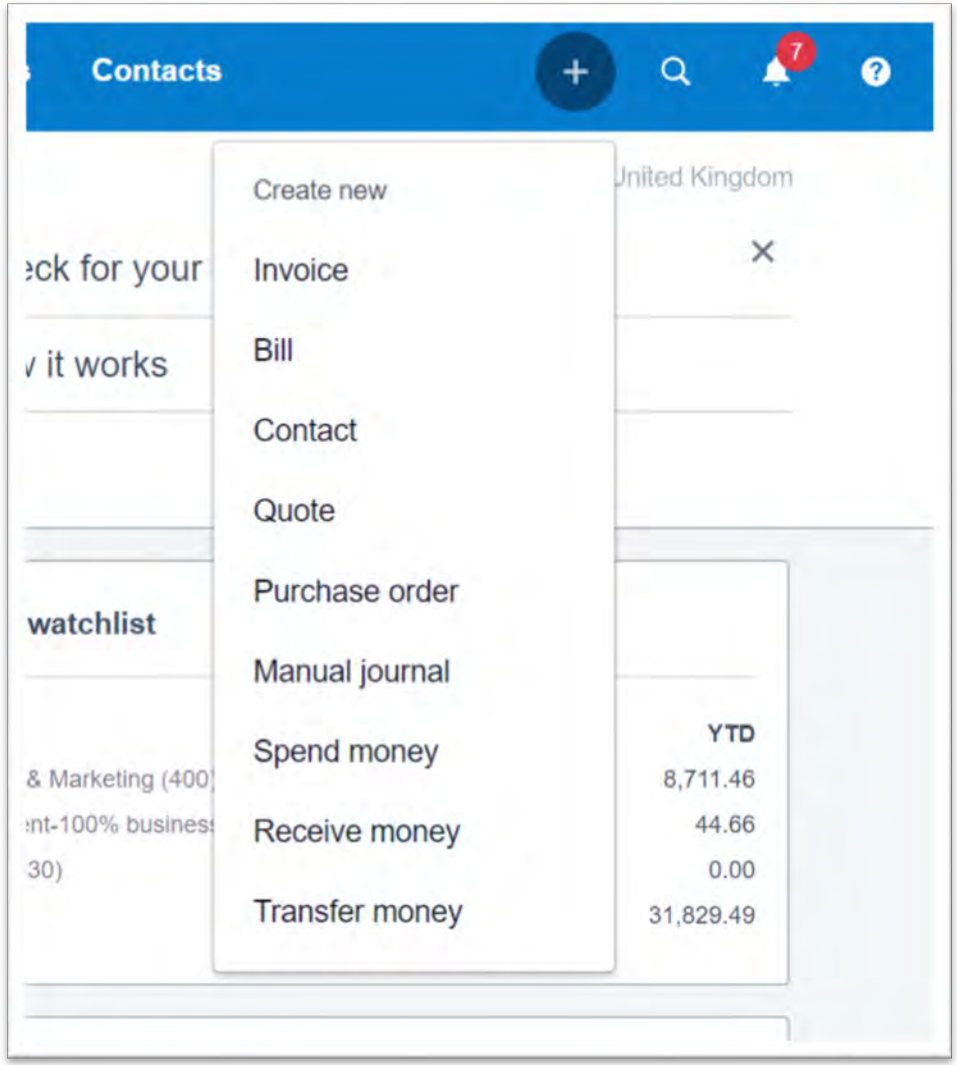
Accrual and cash basis

Amou

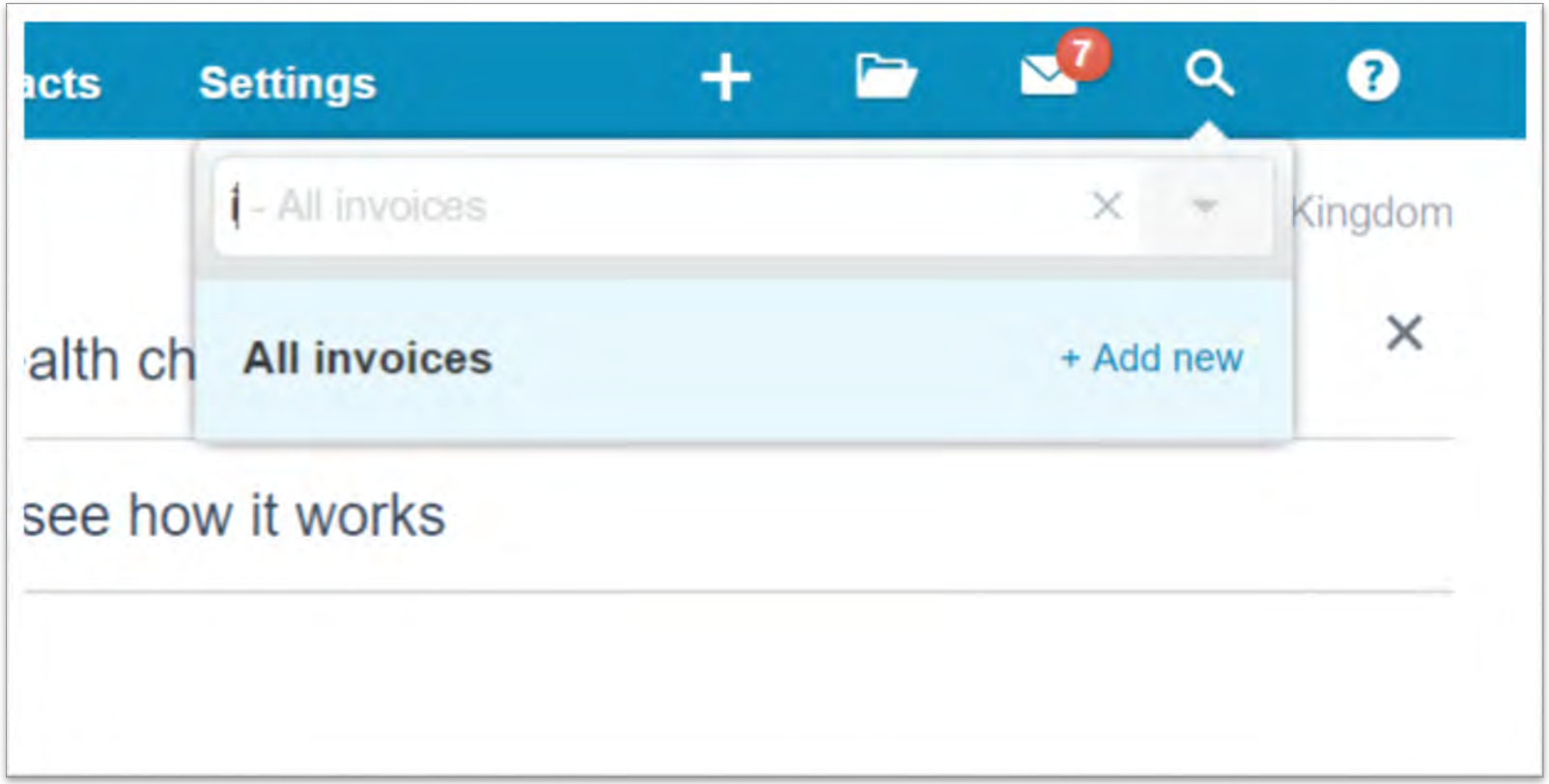
Description	Account	Tax Rate	Region	Debit GB	
Wages Journal	814 - Wages Payable - Payroll	No VAT			4,258.45
Wages Journal	825 - PAYE Payable	No VAT			2,376.87
Wages Journal	858 - Pensions Payable	No VAT			876.56
Wages Journal	320 - Direct Wages	No VAT		5,489.34	
Wages Journal	479 - Employers National Insurance	No VAT		1,455.09	
Wages Journal	482 - Pensions Costs	No VAT		567.45	
			Subtotal	7,511.88	7,511.88
			TOTAL	**7,511.88**	**7,511.88**

My Top 5 Xero "Top Tips"

1. Find & Replace
2. Use Last Items
3. Duplicate Tab
4. Copy Journals
5. Shortcuts - + icon and keyboard shortcuts


Contacts
7
Create new
Invoice
Bill
Contact
Quote
Purchase order
Manual journal
Spend money
Receive money
Transfer money
United Kingdom
eck for your
v it works
watchlist
YTD
& Marketing (400)
ent-100% business
30)
8,711.46
44.66
0.00
31,829.49

SHORTCUT KEY	'ALL' SCREENS AND DASHBOARD	'ADD NEW' SCREENS
a	All bank accounts	-
b	All bills	Add new bill
c	All contacts	Add new contact
d	Dashboard	-
i	All invoices	Add new invoice
p	All purchase orders	Add new purchase order
q	All quotes	Add new quote

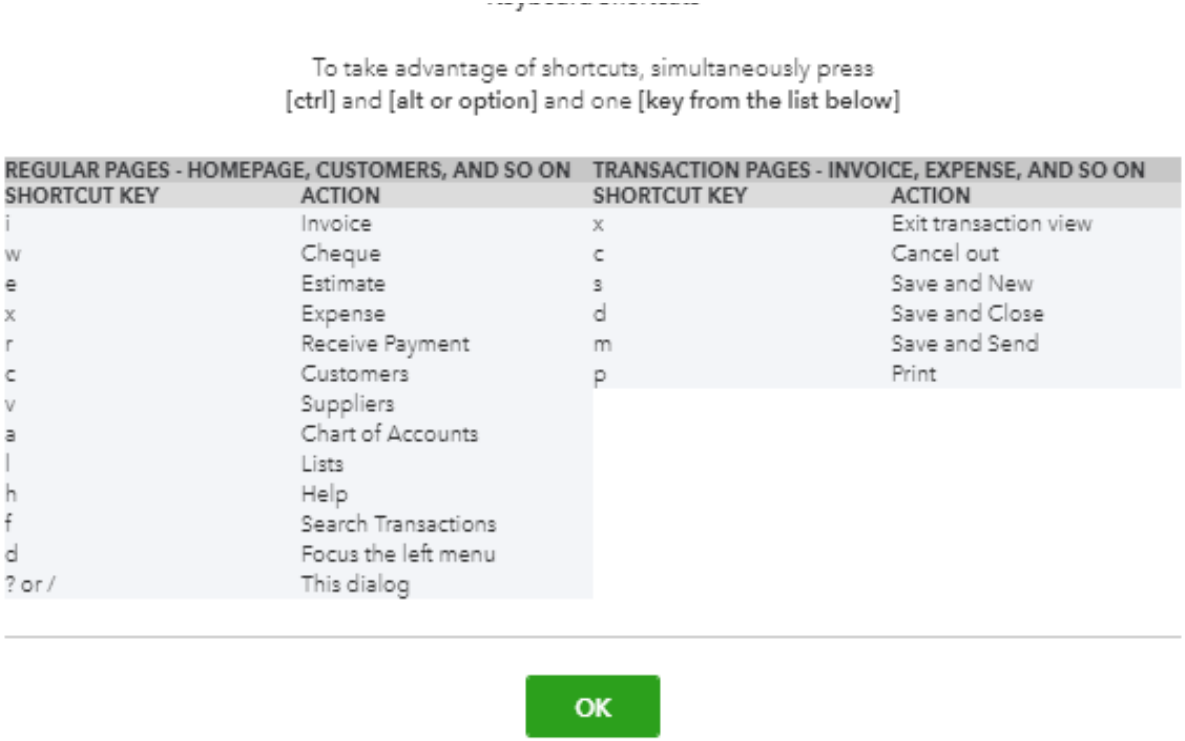

acts
Settings
7
- All invoices
Kingdom
alth ch
All invoices
+ Add new
see how it works

My Top 5 QBO "Top Tips"

1. Shortcuts

My Top QBO Top Tips

Cntl + Alt + ?
All the shortcuts in QBO to help you whizz through the screens



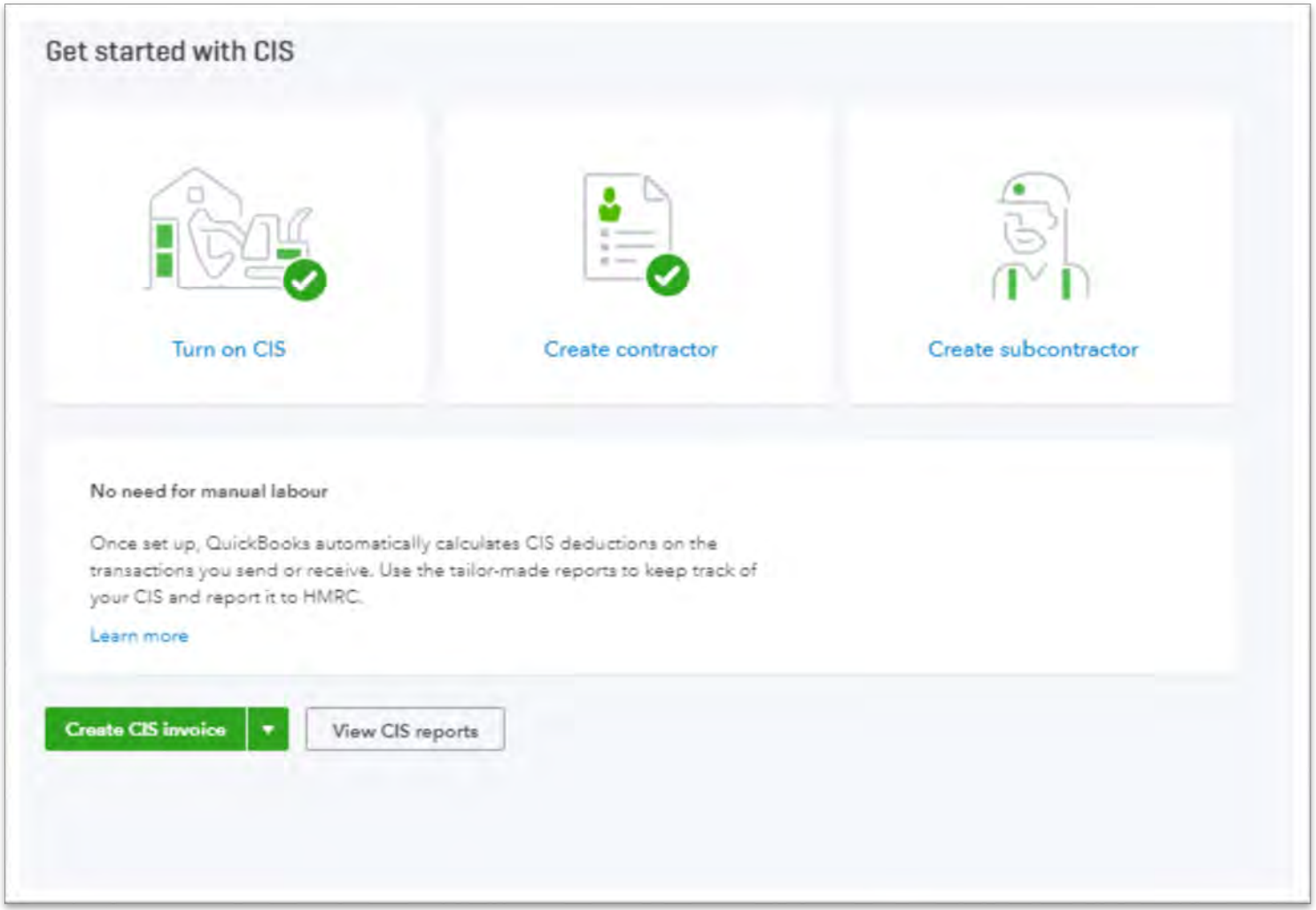
To take advantage of shortcuts, simultaneously press
[ctrl] and [alt or option] and one [key from the list below]

REGULAR PAGES - HOMEPAGE, CUSTOMERS, AND SO ON		TRANSACTION PAGES - INVOICE, EXPENSE, AND SO ON	
SHORTCUT KEY	ACTION	SHORTCUT KEY	ACTION
i	Invoice	x	Exit transaction view
w	Cheque	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers	p	Print
v	Suppliers		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
d	Focus the left menu		
? or /	This dialog		

OK

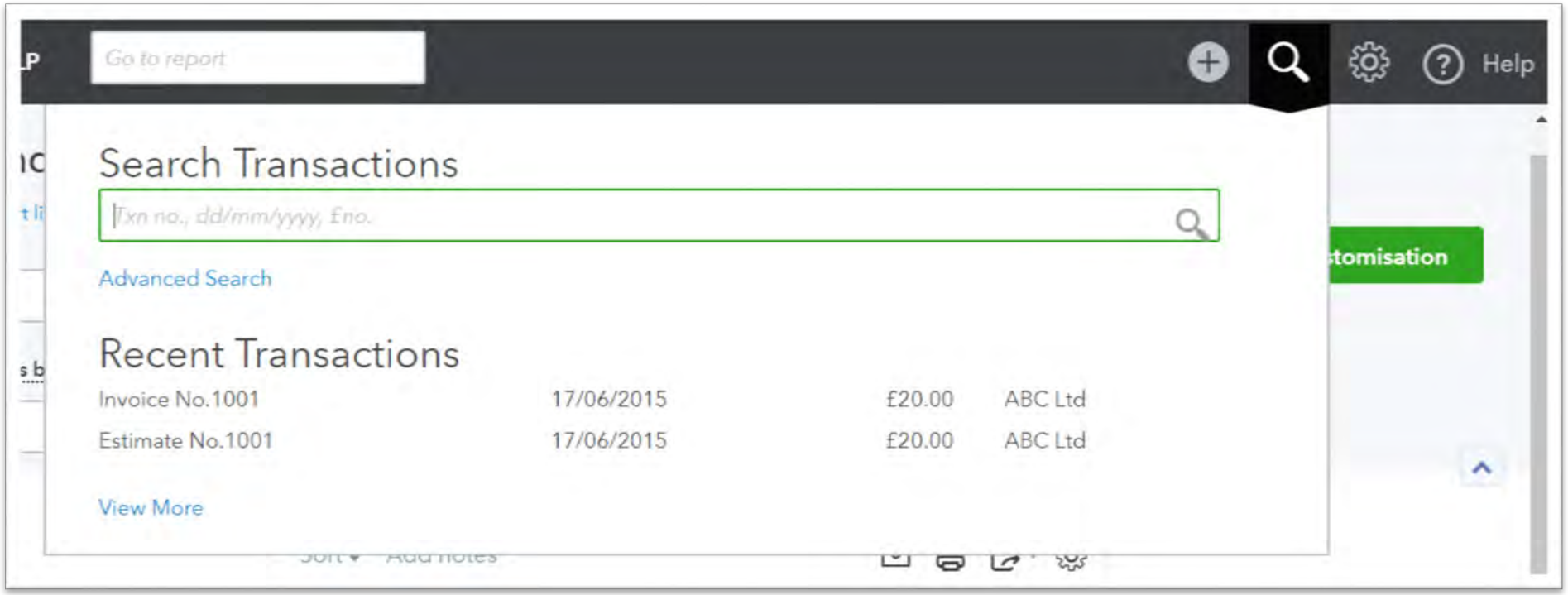
My Top 5 QBO "Top Tips"

1. Shortcuts
2. CIS Module


Get started with CIS
Turn on CIS
Create contractor
Create subcontractor
No need for manual labour
Once set up, QuickBooks automatically calculates CIS deductions on the transactions you send or receive. Use the tailor-made reports to keep track of your CIS and report it to HMRC.
Learn more
Create CIS invoice
View CIS reports

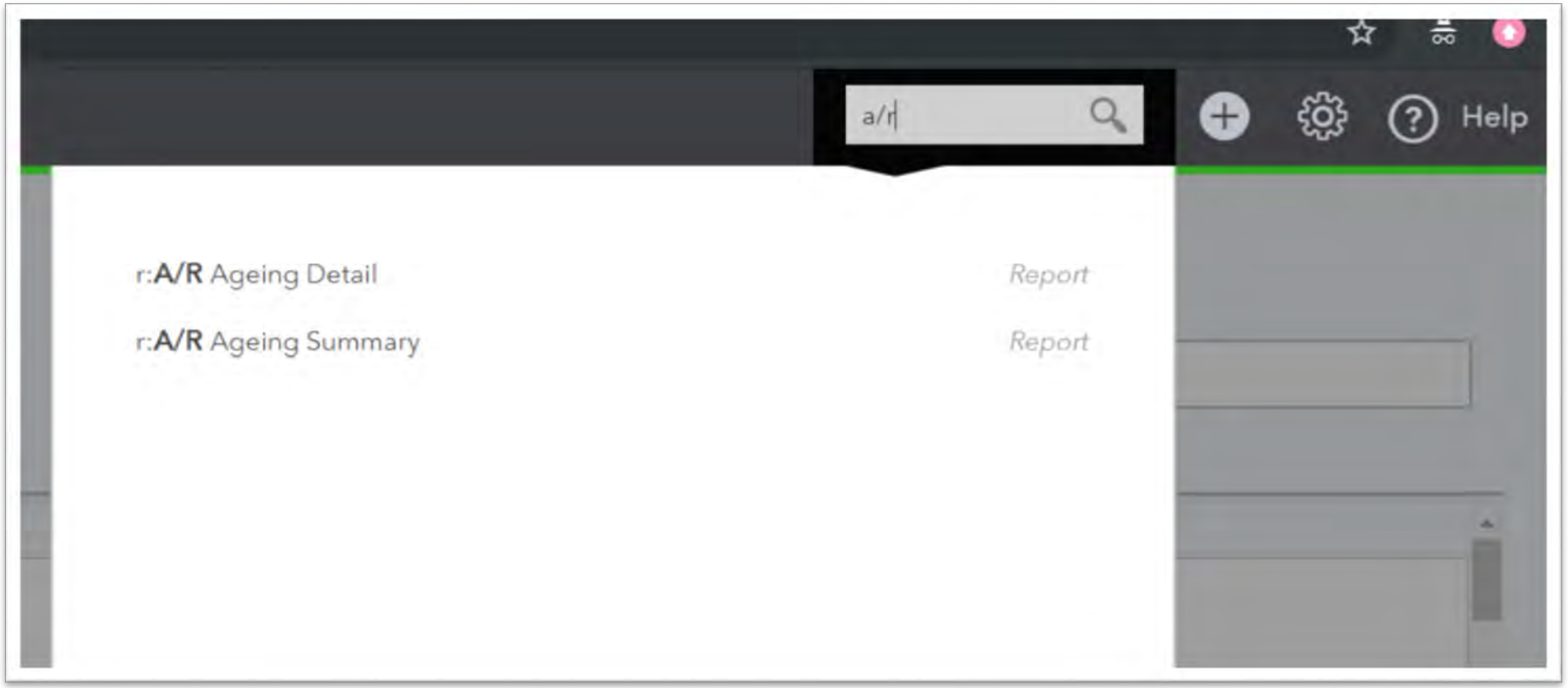
My Top 5 QBO "Top Tips"

1. Shortcuts
2. CIS Module
3. Search Feature


Go to report
Help
Search Transactions
Txn no., dd/mm/yyyy, £no.
Advanced Search
Recent Transactions
Invoice No.1001 17/06/2015 £20.00 ABC Ltd
Estimate No.1001 17/06/2015 £20.00 ABC Ltd
View More

My Top 5 QBO "Top Tips"

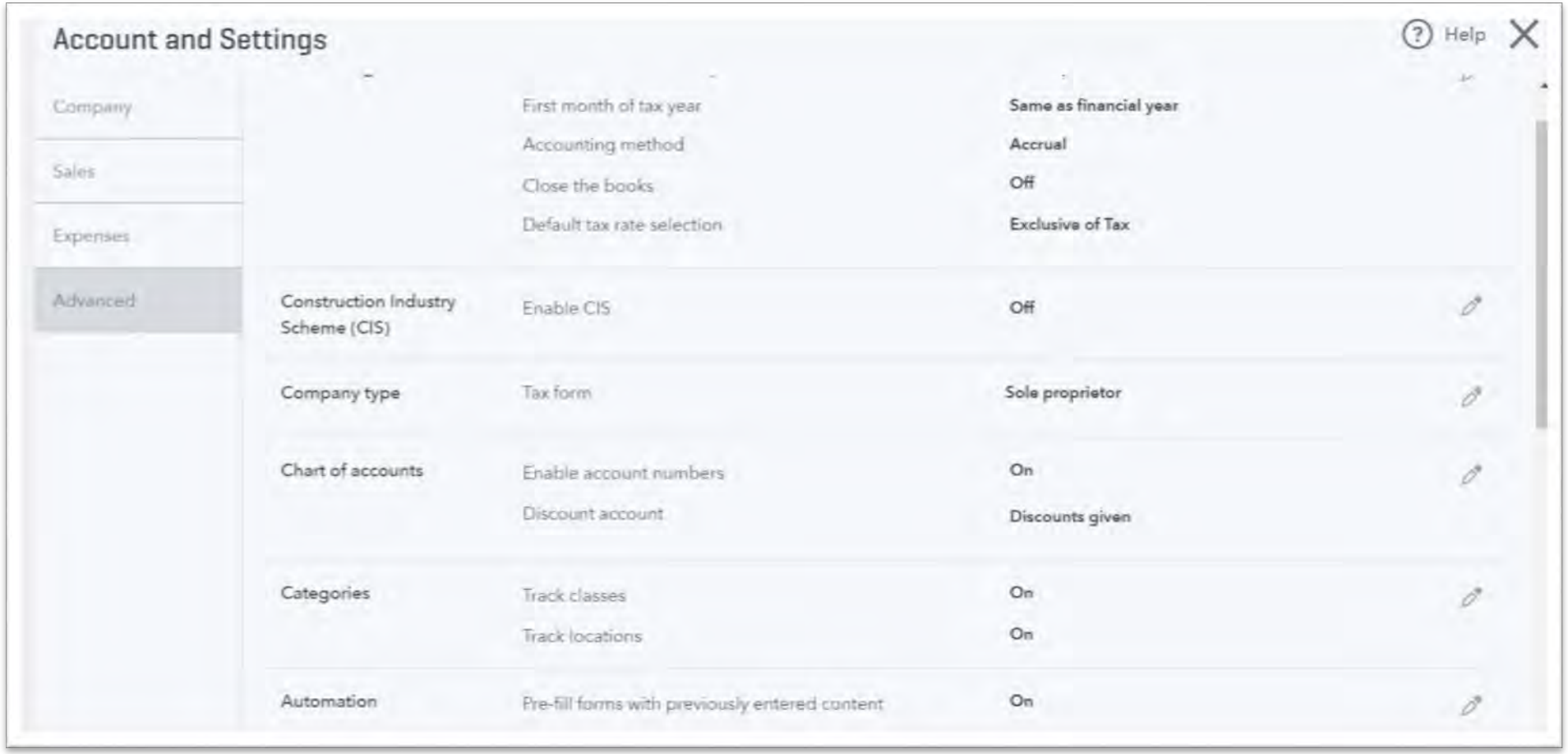
1. Shortcuts
2. CIS Module
3. Search Feature
4. Quick access to reports

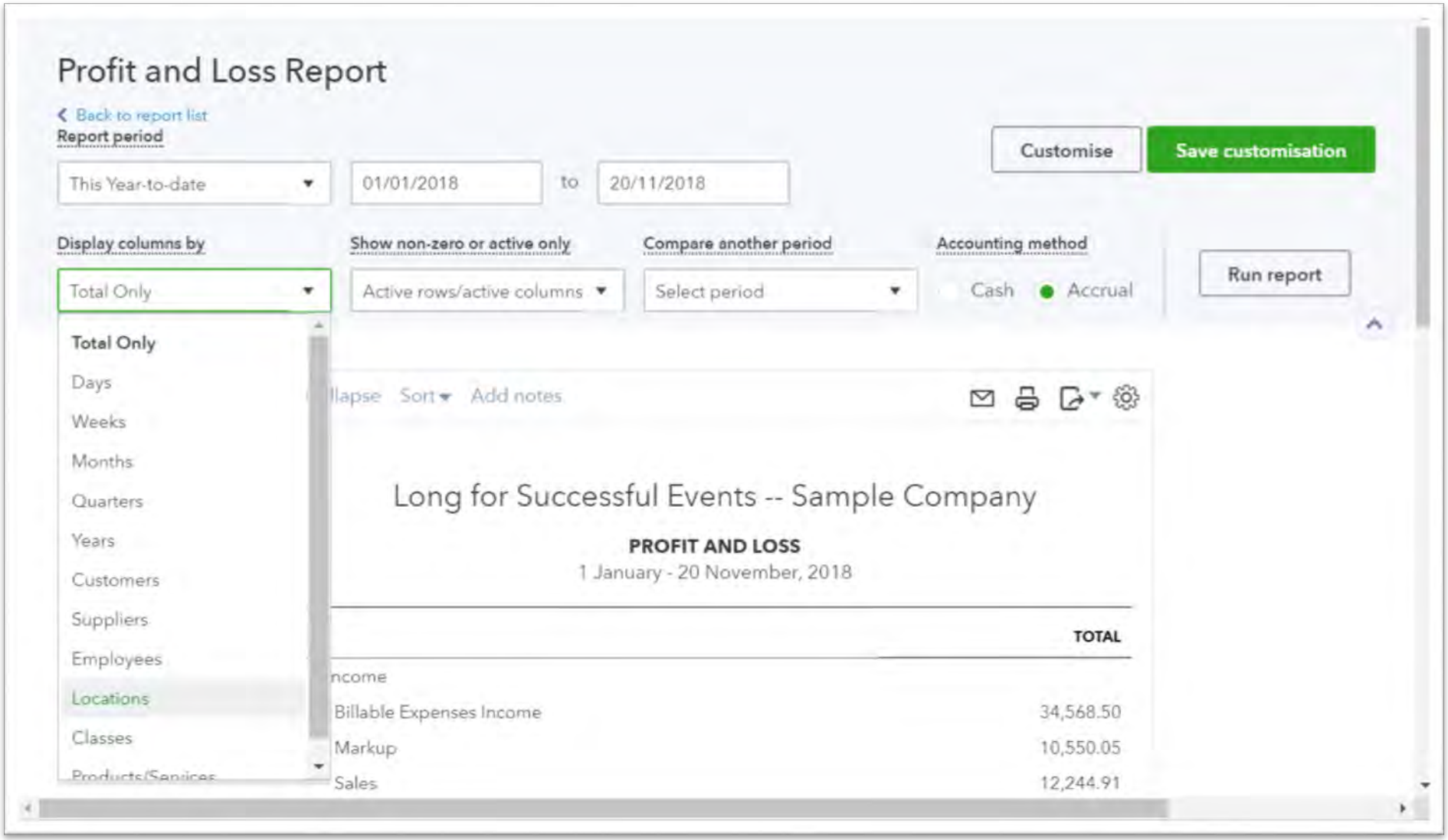

a/r
Help
r:A/R Ageing Detail
Report
r:A/R Ageing Summary
Report

My Top 5 QBO "Top Tips"

1. Shortcuts
2. CIS Module
3. Search Feature
4. Quick access to reports
5. Classes & locations

Long for Successful Events -- Sample Company
Your Company
Account and Settings
Manage Users
Custom Form Styles
Chart of Accounts
QuickBooks Labs
Lists
All Lists
Products and Services
Recurring Transactions
Attachments
Currencies
Tools
Import Data
Export Data
Reconcile
Budgeting
Audit Log
Profile
User Profile
Feedback
Privacy
Cookies
Sign Out


Account and Settings
Help
Company
Sales
Expenses
Advanced
First month of tax year
Same as financial year
Accounting method
Accrual
Close the books
Off
Default tax rate selection
Exclusive of Tax
Construction Industry Scheme (CIS)
Enable CIS
Off
Company type
Tax form
Sole proprietor
Chart of accounts
Enable account numbers
On
Discount account
Discounts given
Categories
Track classes
On
Track locations
On
Automation
Pre-fill forms with previously entered content
On


Profit and Loss Report
Back to report list
Report period
This Year-to-date
01/01/2018
to
20/11/2018
Customise
Save customisation
Display columns by
Total Only
Show non-zero or active only
Active rows/active columns
Compare another period
Select period
Accounting method
Cash
Accrual
Run report
Total Only
Days
Weeks
Months
Quarters
Years
Customers
Suppliers
Employees
Locations
Classes
Products/Services
llapse
Sort
Add notes
Long for Successful Events -- Sample Company
PROFIT AND LOSS
1 January - 20 November, 2018
TOTAL
ncome
Billable Expenses Income
34,568.50
Markup
10,550.05
Sales
12,244.91

Break

iZettle

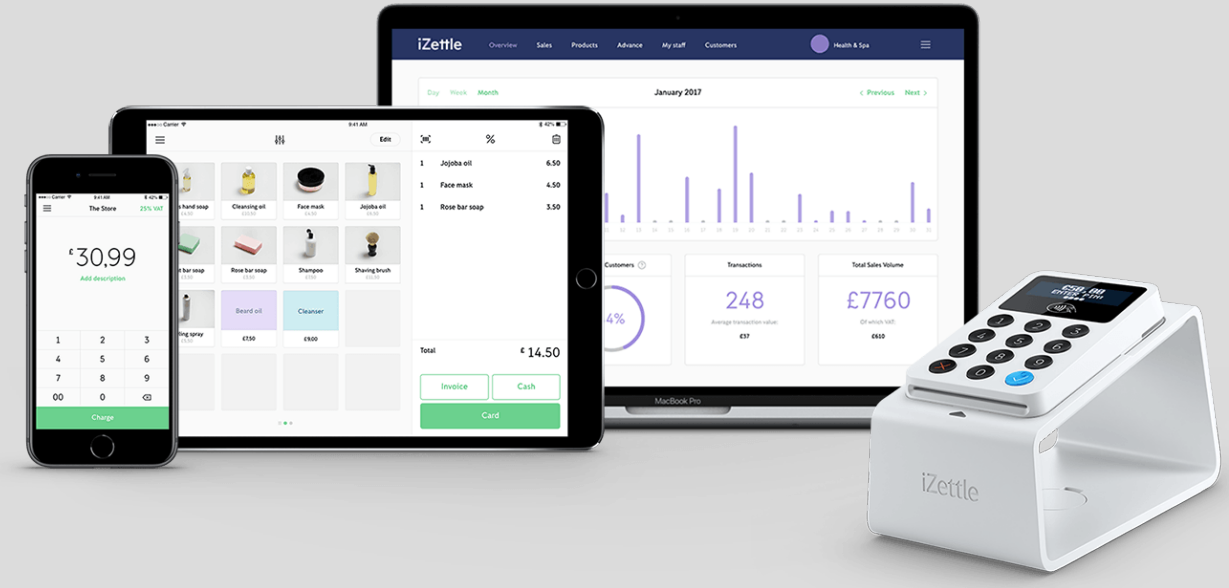
How iZettle can help your business grow

iZettle

POINT-OF-SALE

ANALYTICS

PAYMENT



TAKE CARD PAYMENT IN-STORE

GROW YOUR SALES BY ACCEPTING ALL MEANS OF PAYMENT

All Means of Payments

Accept prepaid cards, contactless cards, mobile payment (e.g.) Apple Pay, chip & pin cards

Lighting-fast Transactions

Process payment and issue customer receipt in less than 8 seconds!

Successfully Scaled Across Europe

Merchants can use iZettle across multiple European markets and accept all main international card schemes

Secure Environment

iZettle has all the top industry certifications (PCI & EMV compliant) to provide the safest environment

Manage your sales with our point-of-sale apps

Point-of-sale apps to keep track of what you are selling

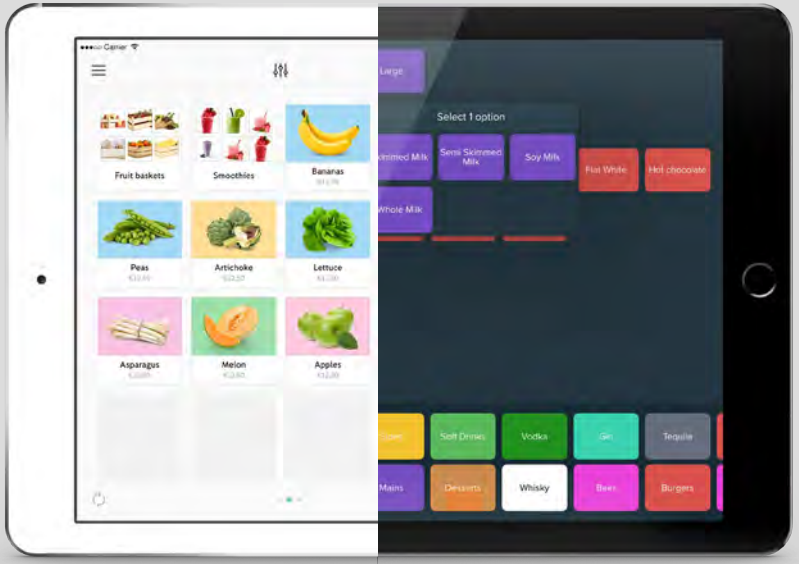
iZettle GO

Product Library – load in what you sell

Set a price for each item

Track Stock – know what you have left

Pricing
1.75% of volume – fee app



iZettle Pro

Table Management – match your restaurant

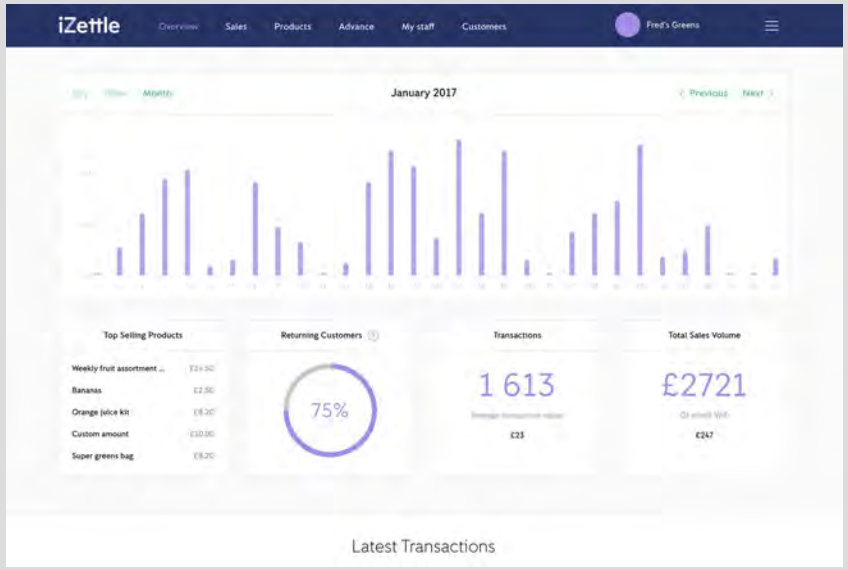
Open Tabs, Split Bills

Kitchen Printer – send orders to the kitchen

Pricing
1.25% of volume + £39/month

TAKE THE BEST DECISIONS FOR YOUR BUSINESS

GET SALES REPORTS & ANALYTICS IN REAL-TIME



Spot the trends with real-time sales reports by product, categories, staff or day

Track your staff sales by giving your staff their own iZettle account

Do the books - every transaction is logged automatically into Xero

iZettle & Xero

Helping you save time through automation

A Robust **technology expertise** to **help you & your accountant save time** through **increased automation of financial information workflow**

A truly 21st century technology stack

No Manual Reconciliation

Get Ready for 'Making Tax Digital'

GOCARDLESS

Satago

KHAOS CONTROL

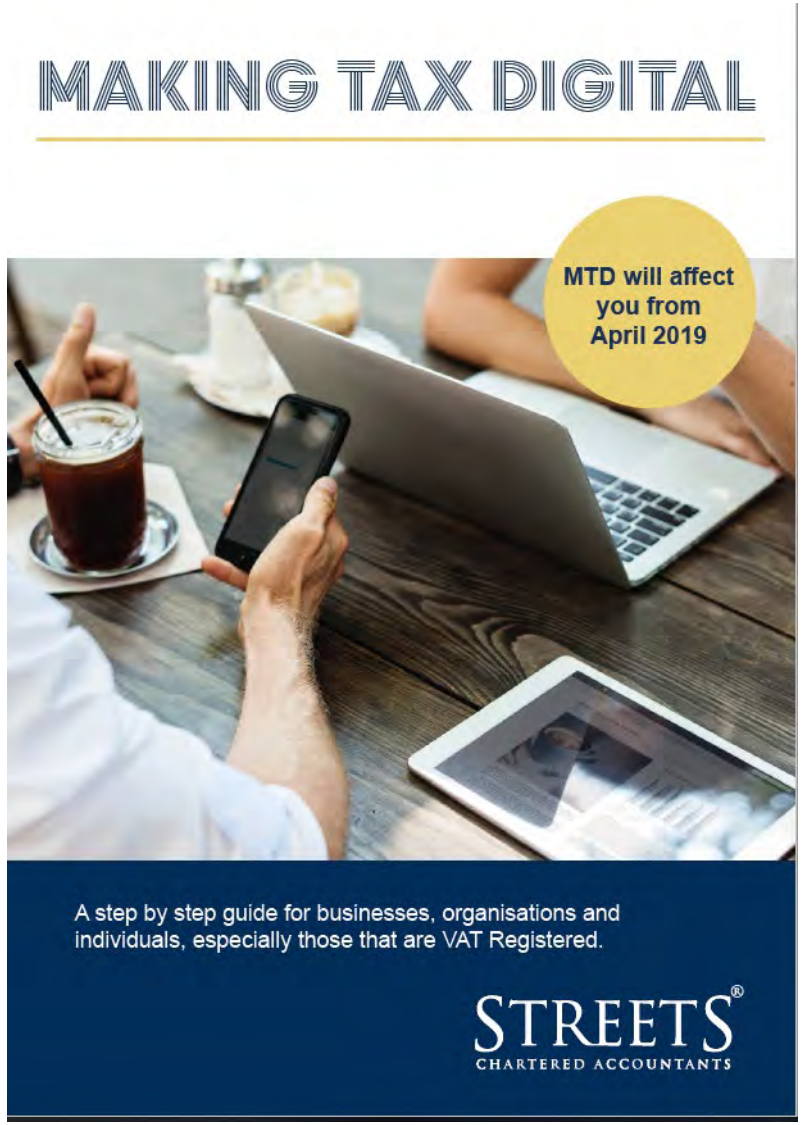
AutoEntry

A world of Apps and software integration to give you a great business, making you more profitable and more productive…and this is just the beginning

Your next step?

Come and have a chat over lunch…

Making Tax Digital Guide

A step by step guide for businesses, organisations and individuals, especially those that are VAT registered

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