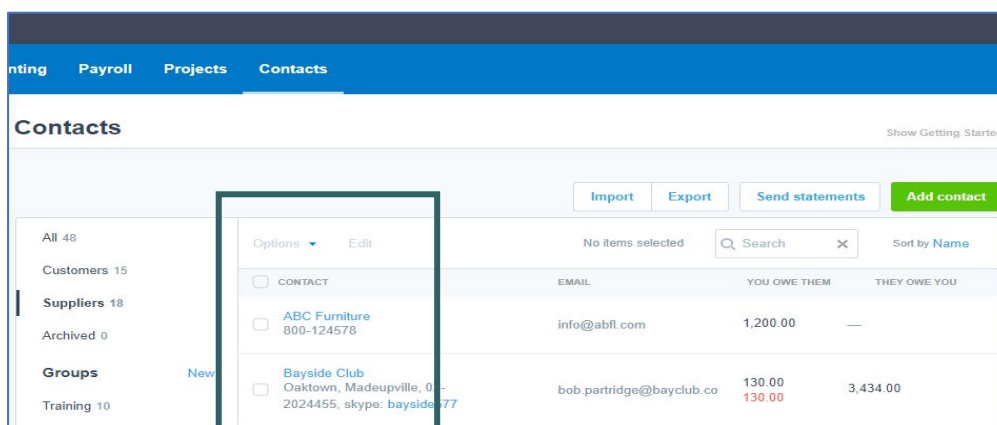
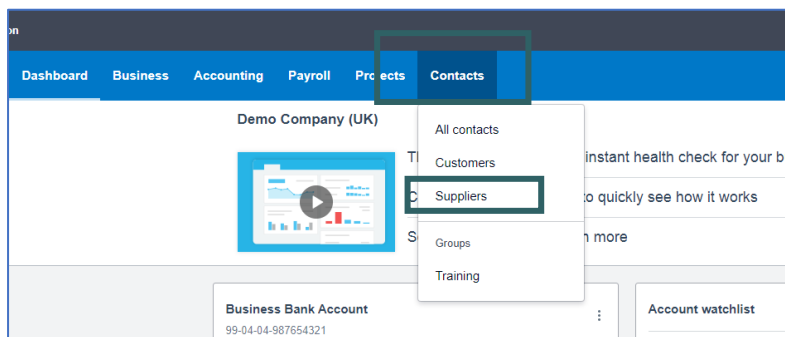


Top tips to become a Xero Hero

Defaults

Did you know, defaults can make a massive difference to the quality and accuracy of your data?

To find the defaults for any given contact, go into the **contacts** section of Xero and pick your target. (In this case I'm going with a supplier).



Select your contact from the list provided, then on the right-hand side click **“Edit”**. You can then add various details - email addresses, phone numbers, website etc. which all help others in your organisation make contact if they wish to. (on a customer it will also allow Xero to pre-populate more information on an invoice to that contact).

The screenshot shows the Xero interface for a contact named 'ABC Furniture'. The top navigation bar includes 'Demo Company (UK)', 'Dashboard', 'Business', 'Accounting', 'Payroll', 'Projects', and 'Contacts'. The main content area displays a 'New' button and a summary of '1 bill awaiting payment' (you owe 1,200.00) and '1 purchase order outstanding'. Below these are two tables:

ITEM	REFERENCE	DATE	ACTIVITY DATE	DUE	TOTAL
Bill approved	710	9 Mar 2021	Due 19 Mar 2021	1,200.00	1,200.00

ITEM	NUMBER	REFERENCE	DATE	ACTIVITY DATE	DUE	TOTAL
Purchase order approved	PO-0006	711	14 Mar 2021	Delivers yesterday	900.00	900.00

The right-hand sidebar contains 'Contact Details' (Contact Person: Trish Rawlings, Email: info@abfl.com, Phone: 800-124578) and 'Financial Details' (Default Currency: GBP British Pound). The 'Edit' button in the top right of the sidebar is highlighted with a red box.

The screenshot shows the 'Edit ABC Furniture' contact page. The 'Contact Information' section is highlighted with a red box and contains the following fields:

- Contact Name: ABC Furniture
- Primary Person: Trish Rawlings
- Email: info@abfl.com
- Phone: Country (800), Area (124578)
- Fax: Country, Area, Number
- Mobile: Country, Area, Number
- Direct dial: Country, Area, Number
- Skype Name/Number: Skype Name/Number
- Website: http://

But there’s more... scroll down the page to **Financial Details** and there, you’ll find the accounting defaults. This is where you can decide where in your accounts these costs should go, what VAT rate should be used, which country it relates to, so that the “standard” Xero suggestion will always be the same going forward.

You can also set credit limits, automatic discounts (for sales) and credit terms amongst other bits and bobs, meaning your payments are easier to deal with the next time around and you’ll have more controls and helpful reminders popping up to guide you – and don’t panic, if you ever get a transaction that goes against the flow, you can always change any of the defaults that pre-populate on a transaction by transaction basis!

Financial Details

All defaults can be overridden on individual transactions

Sales Settings	(None) ↕
	Default account ↕
	Default Region ↕
Purchase Settings	(None) ↕
	Default account ↕
	Default Region ↕
VAT	EU Country ↕ 000000000 ?
	Default sales VAT ↕
	Default purchases VAT ↕
Company Registration Number	e.g. 00000000 or XX000000
Credit Limit Amount	0.00 ?
Credit Limit Block	Do not block sending invoices past credit limit ↕
Sales Discount %	0%
Currency	GBP British Pound ↕
Batch Payments	Bank Account Number <input style="width: 150px;" type="text"/> Bank Account Name <input style="width: 150px;" type="text"/> ?
	Details <input style="width: 100%;" type="text"/>

What's better we can even help get you started, as a Xero platinum partner we've invested in more technology that can help get you started by quickly reviewing and entering account codes and VAT rate defaults, whilst highlighting any historic transactions that don't fit the usual pattern for you. So if you like the idea but it feel like it's too big of a task get in touch and we can give you hand.

Looking for more top tips?

As a platinum Xero partner, we are well placed to advise on all aspects of the software. We match our clients' needs with cutting-edge technology and a dedicated chartered accountant to deliver pro-active management of finances. Our aim is to take the hassle out of your finances, helping you save time, make money and grow your business.

If you are looking for further advice as to how to get more out of your Xero subscription, contact **Cathy Samuel** to discuss our training and support packages.



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