

Top tips to become a Xero Hero

Do you maintain multiple companies within Xero, and do you have to replicate some transactions on each company? You can open more than one license at the same time...

Some bookkeepers and business owners maintain two or more companies on Xero, and therefore are split across multiple licenses.

Usually, these companies have a financial link – whether it be trading, expense recharges or money transfers between companies – which require replicating on both Xero licenses.

Rather than logging in and reconciling the first company, then logging in to the next company separately, you can open multiple companies side-by-side across Xero licenses – Using **Incognito Windows**.

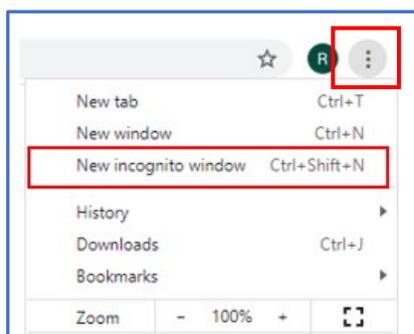
With Incognito Windows, you can then reconcile intercompany transactions across banks and intercompany control accounts. Although you will still have to replicate the data twice, it offers improved visibility when the companies can be opened alongside each other (especially if you have dual monitors).

To access Incognito Windows, please find the steps below for each Internet Browser. Once your Incognito Window is open, simply go to Xero and login as normal.

Google Chrome

Shortcut: Press Ctrl + Shift + N

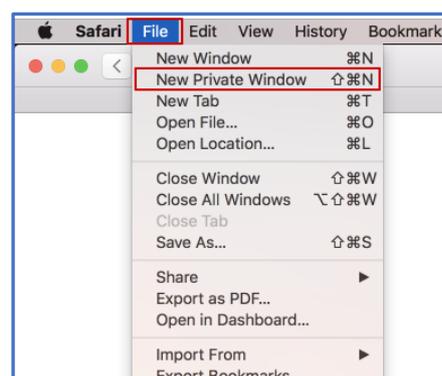
In browser: Click the **three vertical dots** in the top right of the screen and select **New Incognito Window**.



Apple Safari

Shortcut: Shift + ⌘ + N

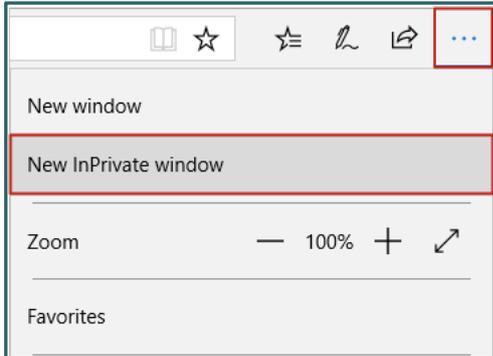
In browser: Click **File Menu** and select **New Private Window**



Microsoft Edge

Shortcut: Ctrl + Shift + P

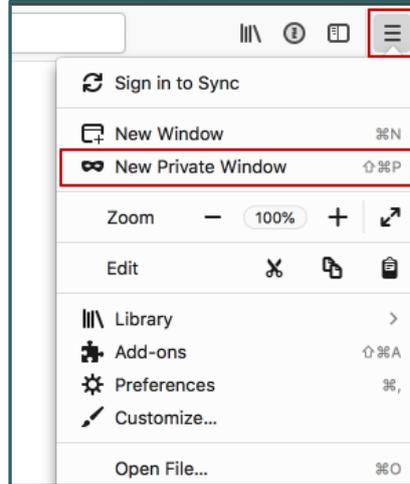
In browser: Click **the three horizontal dots in the top right** and select **New InPrivate Window**



Mozilla Firefox

Shortcut: Ctrl + Shift + P

In browser: Click **Firefox Menu** and select **New Private Window**



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 **Ryan Alderson** to discuss our training and support packages.



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