

# Top tips to become a Xero Hero

## Supplier and Customer Activity Reports

### Did you know, you can now run the equivalent of an activity report in Xero?

For those who have transitioned from traditional accounting systems to Xero, many of you have been frustrated that you cannot run an activity report, showing bills, credit notes and money paid to suppliers and similarly invoices, credits and money received from customers.

Xero have now addressed this with **Contact Transactions Reports** for both receivables and payables.

These reports can be found in Xero as follows:

Go to **Accounting > Reports**.

In the Payables and Receivables box you will find **Contact Transaction Summary**.

Click on the three dots on the right-hand side of the text:

#### Payables and receivables

☆ Aged Payables Detail	⋮
☆ Aged Payables Summary	⋮
☆ Aged Receivables Detail	⋮
☆ Aged Receivables Summary	⋮
☆ Billable Expenses - Outstanding	⋮
☆ Contact Transactions - Summary	⋮

This will then give you the option to select:

- Customer invoice activity
- Supplier bill activity
- Contact cash activity

*Top tip:* if you click on the star next to these reports, the reports will then appear in your favourites box at the top.

Once into the report, select the **contact name** and **time period**:

**Contact Transactions - Receivables**

Contact (required) Date range: Custom Date Search Columns

RU Ridgeway University 1 Jan 2022 31 May 2022 Transaction Date 6 columns selected

Next, click **update** to run the report.

*Top tip:* add/remove columns to the report using the dropdown in columns.

Columns

6 columns selected

*Top tip:* rearrange the report by selecting **reorder columns**.

**Ridgeway University - Receivables** [Reorder columns](#)

Demo Company (UK)  
For the period 1 January 2022 to 31 May 2022

Once run the report will look as follows:

**Ridgeway University - Receivables** [Reorder columns](#)

Demo Company (UK)  
For the period 1 April 2022 to 31 March 2023

Transaction Date	Source	Reference	Description	Transaction Amount	Balance
<b>Ridgeway University</b>					
Opening Balance				-	6,187.50
6 Apr 2022	Receivable Payment		Payment Ref: P/O CRM08-12 to INV-0020	(6,187.50)	-
22 Apr 2022	Receivable Invoice	P/O CRM08-12	INV Raised INV-0035	6,187.50	6,187.50
25 Apr 2022	Receivable Payment		Payment Ref: P/O CRM08-12 to INV-0035	(6,187.50)	-
Total Ridgeway University				(6,187.50)	
Closing Balance				-	-
Total				(6,187.50)	

## 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.



Ryan Alderson  
Lead Cloud & Digital Specialist  
DD: 0161 926 0493  
[ra@haroldsharp.co.uk](mailto:ra@haroldsharp.co.uk)

