

# Top tips to become a Xero Hero

## Xero reporting... for beginners and veterans

Whether you're a brand-new or regular user, Xero is constantly evolving. That's why we've created a list of our favourite reports (basic and advanced) to make sure you maximise the use of your license.

*Top tip:* If any of the reports below are of particular interest to you, remember to favourite these within Xero. This can be done via 'Accounting' > 'Reports', then simply click the star beside the relevant report's name.

<b>Executive Summary</b> ( <a href="#">Example Link</a> )	Get an overview of key cash, profitability, balance sheet, income, performance, and position items
<b>Profit and Loss Account</b> ( <a href="#">Example Link</a> )	See a snapshot of your organisation's income, expenses, and profit
<b>Balance Sheet</b> ( <a href="#">Example Link</a> )	See your organisation's financial position, and what you own and owe at a particular time
<b>Accounts Receivable and Payable</b> ( <a href="#">Example Link</a> )	See individual bills, credit notes and overpayments you owe/owed to you
<b>Cash Summary</b> ( <a href="#">Example Link</a> )	See how your business has received and used cash
<b>Budget Manager</b> ( <a href="#">Example Link</a> )	Create budgets to monitor business performance against your goals
<b>Budget Variance</b> ( <a href="#">Example Link</a> )	Compare your actual figures with budgeted figures to track business performance

*Top tip:* It's important to make sure your data input (including bank reconciliation, sales invoicing and bills) is up to date before running reports, otherwise you will be producing inaccurate data within the period.

## 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.



Ryan Alderson  
DD: 0161 926 0493  
ra@haroldsharp.co.uk