

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.

Executive Summary (Example Link)	Get an overview of key cash, profitability, balance sheet, income, performance, and position items
Profit and Loss Account (Example Link)	See a snapshot of your organisation's income, expenses, and profit
Balance Sheet (Example Link)	See your organisation's financial position, and what you own and owe at a particular time
Accounts Receivable and Payable (Example Link)	See individual bills, credit notes and overpayments you owe/owed to you
Cash Summary (Example Link)	See how your business has received and used cash
Budget Manager (Example Link)	Create budgets to monitor business performance against your goals
Budget Variance (Example Link)	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 our **digital advisory team** to discuss.



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