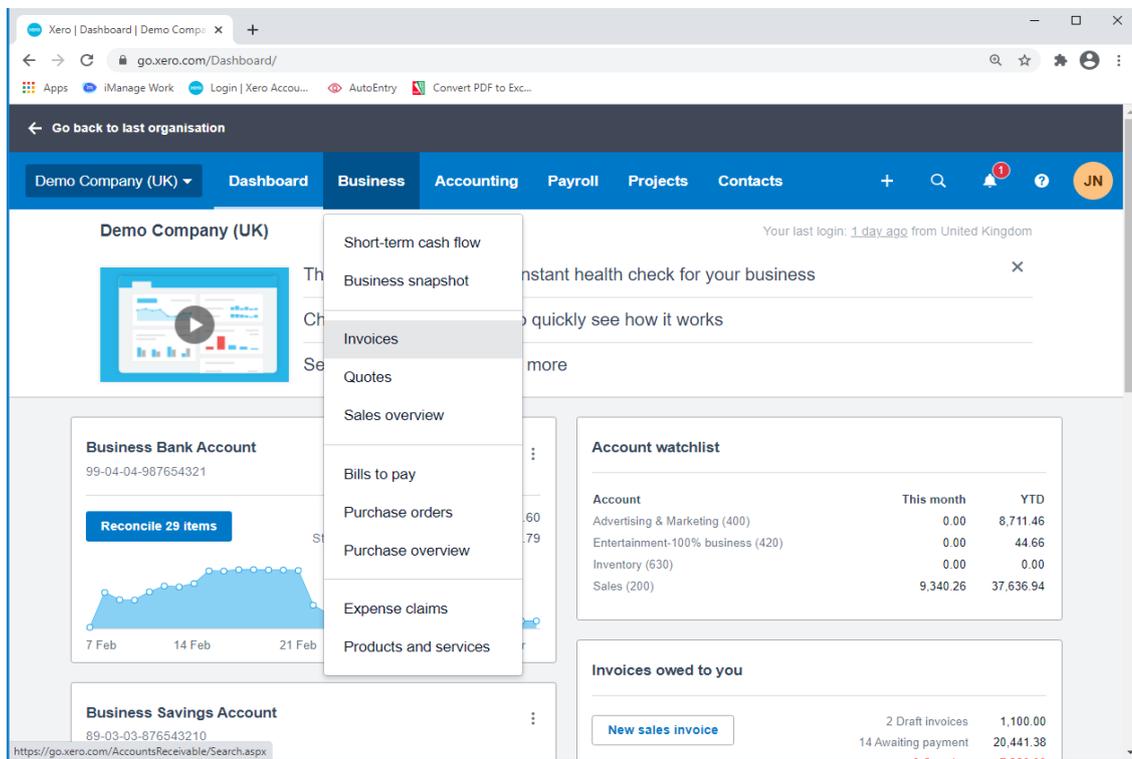


Xero Instructions for importing MTD information – Invoice basis

1. Open up the invoices page in Xero.

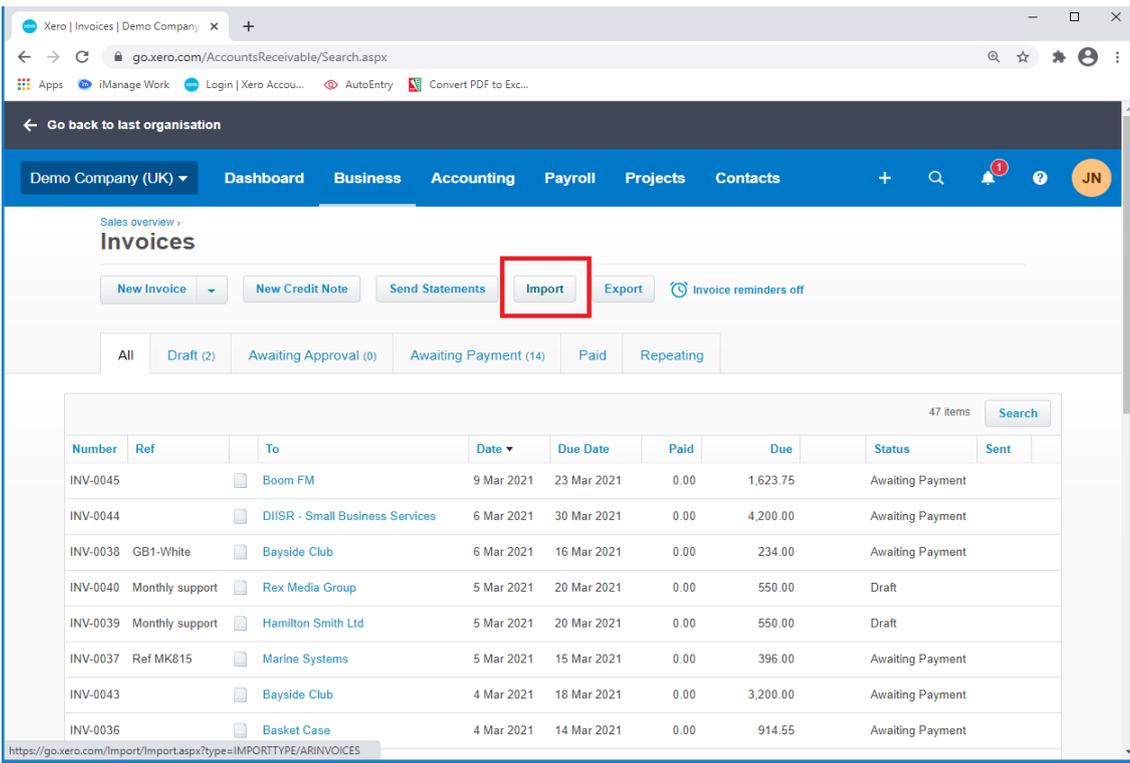


The screenshot shows the Xero dashboard for 'Demo Company (UK)'. The navigation menu is open, and the 'Invoices' option is highlighted. The dashboard includes sections for 'Business Bank Account', 'Business Savings Account', 'Account watchlist', and 'Invoices owed to you'.

Account	This month	YTD
Advertising & Marketing (400)	0.00	8,711.46
Entertainment-100% business (420)	0.00	44.66
Inventory (630)	0.00	0.00
Sales (200)	9,340.26	37,636.94

Category	Count	Amount
Draft invoices	2	1,100.00
Awaiting payment	14	20,441.38

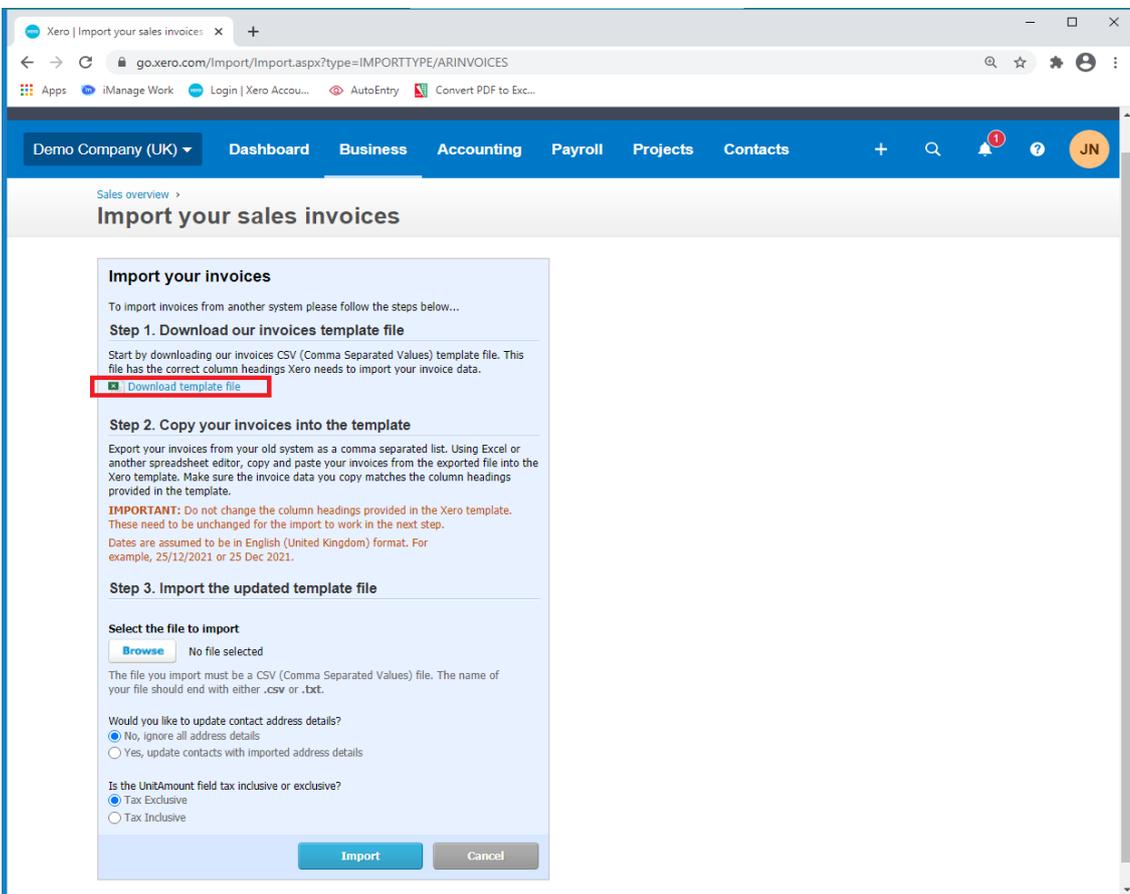
2. Click import at the top



The screenshot shows the Xero Invoices page. The 'Import' button is highlighted with a red box. Below the buttons, there are tabs for invoice status: All, Draft (2), Awaiting Approval (0), Awaiting Payment (14), Paid, and Repeating. A table of invoices is displayed below, with columns for Number, Ref, To, Date, Due Date, Paid, Due, Status, and Sent.

Number	Ref	To	Date	Due Date	Paid	Due	Status	Sent
INV-0045		Boom FM	9 Mar 2021	23 Mar 2021	0.00	1,623.75	Awaiting Payment	
INV-0044		DIISR - Small Business Services	6 Mar 2021	30 Mar 2021	0.00	4,200.00	Awaiting Payment	
INV-0038	GB1-White	Bayside Club	6 Mar 2021	16 Mar 2021	0.00	234.00	Awaiting Payment	
INV-0040	Monthly support	Rex Media Group	5 Mar 2021	20 Mar 2021	0.00	550.00	Draft	
INV-0039	Monthly support	Hamilton Smith Ltd	5 Mar 2021	20 Mar 2021	0.00	550.00	Draft	
INV-0037	Ref MK815	Marine Systems	5 Mar 2021	15 Mar 2021	0.00	396.00	Awaiting Payment	
INV-0043		Bayside Club	4 Mar 2021	18 Mar 2021	0.00	3,200.00	Awaiting Payment	
INV-0036		Basket Case	4 Mar 2021	14 Mar 2021	0.00	914.55	Awaiting Payment	

3. Download the template file and open. This will usually be saved to your "Downloads" file and called "SalesInvoiceTemplate"



The screenshot shows the 'Import your sales invoices' page. The 'Download template file' link is highlighted with a red box. The page contains instructions for importing invoices, including steps for downloading the template, copying data, and selecting the file to import.

Import your invoices

To import Invoices from another system please follow the steps below...

Step 1. Download our invoices template file

Start by downloading our invoices CSV (Comma Separated Values) template file. This file has the correct column headings Xero needs to import your invoice data.

[Download template file](#)

Step 2. Copy your invoices into the template

Export your invoices from your old system as a comma separated list. Using Excel or another spreadsheet editor, copy and paste your invoices from the exported file into the Xero template. Make sure the invoice data you copy matches the column headings provided in the template.

IMPORTANT: Do not change the column headings provided in the Xero template. These need to be unchanged for the import to work in the next step.

Dates are assumed to be in English (United Kingdom) format. For example, 25/12/2021 or 25 Dec 2021.

Step 3. Import the updated template file

Select the file to import

[Browse](#) No file selected

The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .csv or .txt.

Would you like to update contact address details?

No, ignore all address details
 Yes, update contacts with imported address details

Is the UnitAmount field tax inclusive or exclusive?

Tax Exclusive
 Tax Inclusive

[Import](#) [Cancel](#)

4. Open a new worksheet and copy the sales data from your vet system csv file into this worksheet. Sum the Net, VAT and Gross columns (sometimes called invoice total)

1	date	number	vatperiod	Type	name	description	cost price	amount inc VAT %	amount ex VAT
2	01/02/2021	S-2021-11111	?	sales	Mr J Smith	Drugs 50mg	0.00	25.00 20.0%	20.83 4.17
3	02/02/2021	S-2021-11112	?	sales	Mr J Smith	Vaccine Dog	0.00	30.00 20.0%	25.00 5.00
4	03/02/2021	S-2021-11113	?	sales	Mr J Smith	Drugs 50mg	0.00	120.00 20.0%	100.00 20.00
5	04/02/2021	S-2021-11114	?	sales	Mr J Smith	Consultation	0.00	50.00 20.0%	41.67 8.33
6	05/02/2021	S-2021-11115	?	sales	Mr J Smith	Consultation	0.00	50.00 20.0%	41.67 8.33
7	06/02/2021	S-2021-11116	?	sales	Mr J Smith	Vaccine Cat	0.00	39.00 20.0%	32.50 6.50
8	07/02/2021	S-2021-11117	?	sales	Mr J Smith	Drugs 50mg	0.00	60.00 20.0%	50.00 10.00
9	08/02/2021	S-2021-11118	?	sales	Mr J Smith	Drugs 50mg	0.00	35.00 20.0%	29.17 5.83
10	09/02/2021	S-2021-11119	?	sales	Mr J Smith	Consultation	0.00	50.00 20.0%	41.67 8.33
11									
12								459.00	382.50 76.50
13									
14									

5. Fill out the template worksheet, left to right.

1	*ContactName	*PONumber	*InvoiceNumber	*Reference	*InvoiceDate	*DueDate	Total	InventoryItem	*Description	*Quantity	*UnitAmount	Discount	*AccountCode	*TaxType	TaxAmount	Tracker
2	Vet System			Feb-21	28/02/2021	31/03/2021			Sales February 2021	1	382.50			20% (VAT)	76.50	
3																
4																
5																
6																
7																
8																
9																

Contact name would be the usual name you put to sales invoices e.g. Vet System.

You can hide all of the address columns.

The invoice number should be unique (not yet used as an invoice number on Xero)

Reference can be hidden.

Make the invoice date the last day in the period on every line (e.g. would be 28/02/21 for February 2021).

Due date should be the same for all lines, this can be whatever you would like it to be.

Total and inventory item can be hidden.

Description should be descriptive of what you are posting, for example, I have called this one "Sales February 2021"

Quantity should be 1.

Unit amount should be the net amount. You must link this from the sales worksheet just created. In cell S2, type "=" and then click the sales tab, and select the net amount summed in step 4.

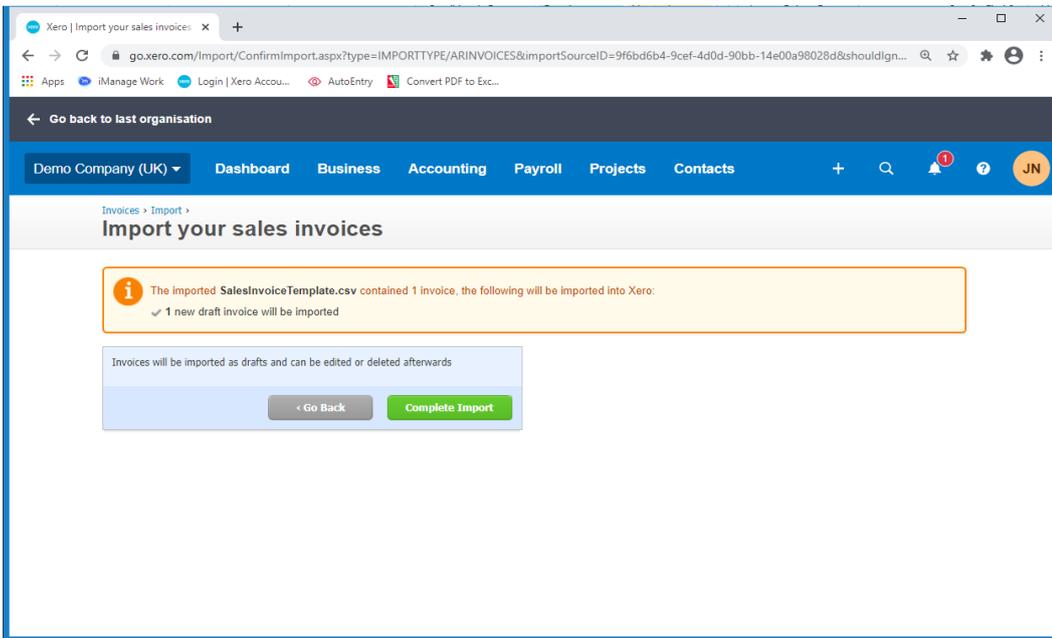
Account code should be the sales code.

Tax type will be the name of the Xero tax code - this needs to be exactly the same as what is in Xero. Usually "20% (VAT on Income)" but could also be "No VAT" or "Zero Rated Income"

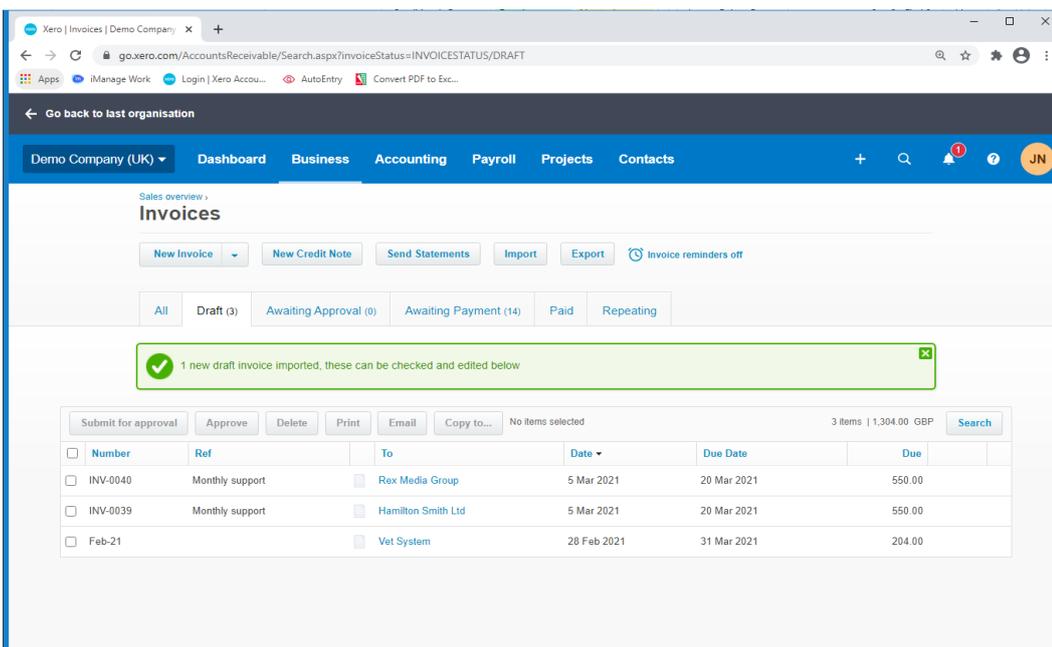
Tax amount should be filled in with the VAT amounts as per the vet system report. You must link this from the sales worksheet just created. In cell w2, type "=" and then click the sales tab, and select the VAT amount summed in step 4.

The other columns can be hidden.

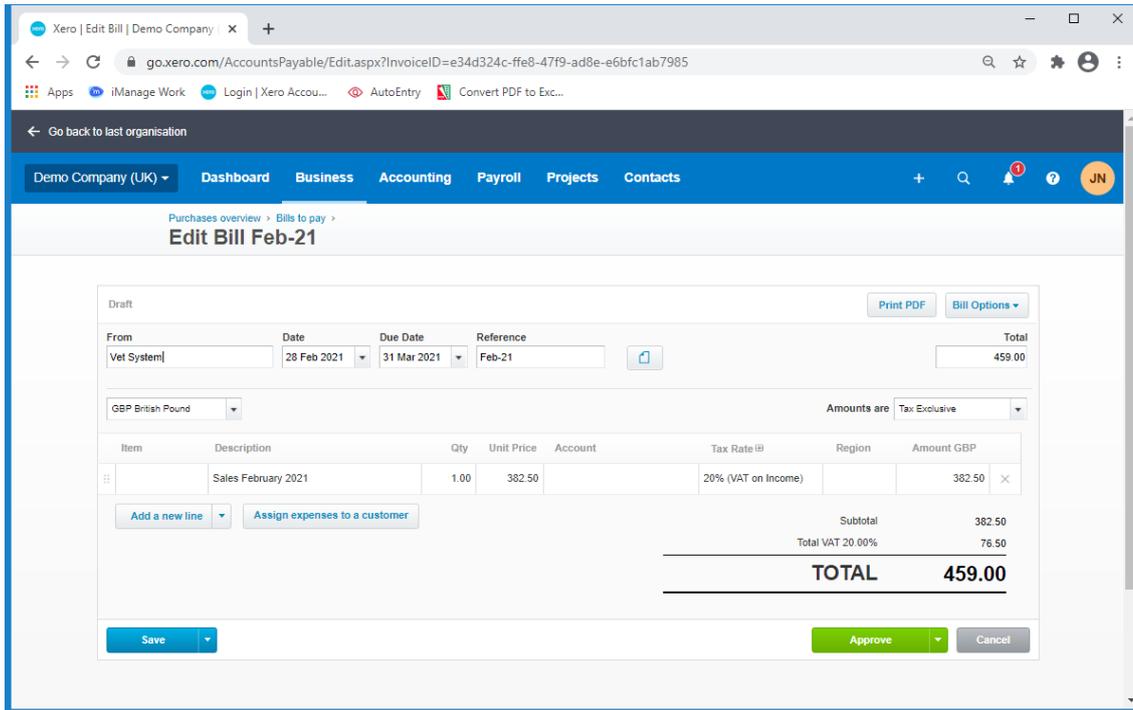
6. You should save this spreadsheet and then browse and find it on Xero and import it.



6. This should then create 1 new invoice that you can check before you approve it.



8. Select approve to post the invoice from draft.



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