Xero Instructions for importing MTD information – Cash basis



You do not need to import the sales digitally if the client is on a cash basis, as it is the customer takings that are shown on the VAT return. However if you have the sales in a digital format it is good practice to import as per the invoice basis.

- 1. Import or manually post your sales.
- 2. Go to your taking control bank account and select "Manage Account" and "Import a Statement".

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Reconcile	Cash coding	Bank statements	Account transa	Bank Statements	Receive Money Transfer Money	Bank Rules Reconciliation Report Import a Statement
+ New Trans	action			Edit Account Details		



3. In the yellow box titled "File formats you can import" select "Download our CSV template".

Format	Find out more
DFX (recommended)	OFX help
QIF	QIF help
CSV	CSV help
Download our CSV ten	nplate to create your own bank statement fi
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4. Open the template just downloaded, called "StatementImportTemplate" (this might default save to Downloads). If you have previously imported bank statements into Xero, you probably recognise this as the same template.

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5. Create new tabs for you takings data, copy and paste your takings data into the new tabs, sum the totals at the bottom.

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6. In the StatementImportTemplate tab, add

the date - end of the month, or end of the quarter depending on the reports.

the amount - link this to the summed takings on the tabs created in step 5.

you can link this by typing an "=" in cell B2, then clicking your takings data tab and then selecting the value summed in the previous action.

the description - follow the format of previous manual posting probably similar to "Takings Q/E Feb 21" or "Takings January 2021"

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7. Save and close the excel.

8. On Xero, go back to the import page from step 3, in the blue box, select "Browse"

Import Bank Transactions

Follow these steps to impo	rt your transa	octions
1. In a new window, go to your bank v	web site.	
2. Download your bank statement. File The most recent transaction imported w	type must be OFX, QI as:	F or CSV
	Spent	Received
6 Apr 2021 7-Eleven	15.50	
3. Upload the bank statement file here Browse No file selected	2	
	Import	Cancel

9. Select the StatementImportTemplate

10. Import

11. Use the reconcile bank feature to match the takings against your sales invoices from step 1.

Reconcile (1)	Cash coding	Bank statements	Account transactions		
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Review your bank s	statement lines	S		then match with your transactions in Xero	
		Spent -	Received +	Spent - Rece	eived
			Options -	Match Discuss	
31 Mar 2021 Takings March 202 More details	21		3,270.53	Find & select matching transactions below	
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