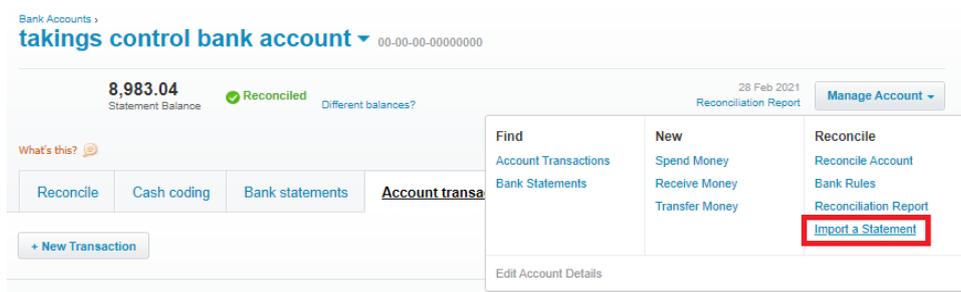


Xero Instructions for importing MTD information – Cash basis

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".



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

| PaymentNo | PaymentC | ClientCate | ItemDate | Surname | ContactName | Site | SiteId | Address | Operator | Cash | CreditCard | Total | ClientCate | PaymentT | ClientSite | ItemDate | No | ClientSite | ContactId | paymentType | Id |
|-----------|----------|------------|-------------|---------|-------------|---------------------|--------|----------|------------|-------|------------|---------|------------|------------|------------|------------|------------|------------|-----------|-------------|----|
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 101.96 | 101.96 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 44 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | Cash | 40.00 | | 40.00 | SA | Cash | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 95.33 | 95.33 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 35.87 | 35.87 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 125.22 | 125.22 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 108.99 | 108.99 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 170.50 | 170.50 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 364.72 | 364.72 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 254.04 | 254.04 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 97.70 | 97.70 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 58.08 | 58.08 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 112 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 13.00 | 13.00 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 12.50 | 12.50 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 48.58 | 48.58 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 48.00 | 48.00 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 200.00 | 200.00 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 35.20 | 35.20 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 46 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | CreditCard | | 207.94 | 207.94 | SA | CreditCard | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| 60000 | 44 | 163 | ###/###/### | Doe | John | Veterinary Practice | 11 | Street R | Cash | 60.00 | | 60.00 | SA | Cash | 1 | 02/01/2021 | Veterinary | #### | #### | 2 | |
| | | | | | | | | | | | | 3270.53 | | | | | | | | | |

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"

| *Date | *Amount | Payee | Description | Reference Cheque Number |
|------------|---------|-------|--------------------|-------------------------|
| 31/03/2021 | 3270.53 | | Takings March 2021 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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 import your transactions

1. In a new window, go to your bank web site.
2. Download your bank statement. File type must be OFX, QIF or CSV
The most recent transaction imported was:

| | Spent | Received |
|------------------------|-------|----------|
| 6 Apr 2021 7-Eleven | 15.50 | |
3. Upload the bank statement file here...
 No file selected

9. Select the StatementImportTemplate

10. Import

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

What's this?

Reconcile (1)

What's this?

Review your bank statement lines... ...then match with your transactions in Xero

Options

| | | |
|---|--|----------|
| 31 Mar 2021 Takings March 2021 More details | | 3,270.53 |
|---|--|----------|

Find & select matching transactions below

1. Find & select matching transactions Show Spent Items Show GBP items only

Search by name or reference Search by amount

| Date | Name | Reference | Spent | Received |
|-------------------------------------|---------------------------------|----------------------|-------|--------------|
| <input type="checkbox"/> 2 Apr 2021 | Basket Case | INV-0036 | | 914.55 GBP |
| <input type="checkbox"/> 2 Apr 2021 | Bayside Club | INV-0043 | | 3,200.00 GBP |
| <input type="checkbox"/> 3 Apr 2021 | Marine Systems | INV-0037 Ref MK815 | | 396.00 GBP |
| <input type="checkbox"/> 4 Apr 2021 | DIISR - Small Business Services | INV-0044 | | 4,200.00 GBP |
| <input type="checkbox"/> 4 Apr 2021 | Bayside Club | INV-0038 GB1-White | | 234.00 GBP |
| <input type="checkbox"/> 7 Apr 2021 | Boom FH | INV-0045 | | 1,623.75 GBP |

Select all on this page Showing 1 - 13 of 13

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