Bookkeeping Cheat Sheet for New Zealand Tradies (Xero Users)

Managing your books doesn’t have to be hard or time-consuming. This cheat sheet is designed to help New Zealand tradies using Xero stay on top of their finances, save time, and keep things running smoothly.

### Weekly Tasks

* **Reconcile Your Bank Transactions:**
  + Log in to Xero and reconcile your bank transactions. Match payments to invoices and bills to avoid confusion later.
* **Send Invoices Promptly:**
  + Issue invoices as soon as a job is complete. Use Xero’s invoices feature to save time later.
* **Follow Up on Overdue Invoices:**
  + Use Xero’s automated reminders to chase overdue payments without the awkwardness.
* **Upload Receipts and Bills:**
  + Snap a photo of receipts and upload them directly into the files inbox via the Xero mobile app. No more lost paperwork!
  + Send your bills directly to Xero with your unique user email address! Save time and money!

**Finding Your Unique Xero Bills Email Address:**

1. **Navigate to Bills to Pay:**
   * Log in to your Xero account.
   * From the **Business** menu, select **Bills to pay**.
2. **Access the Email Feature:**
   * At the top of the page on the right hand side, click on **Automate bill entry**.
3. **Copy Your Unique Bills Email Address:**
   * A unique email address assigned to your organisation will be displayed.
   * Click **Copy** to copy this email address to your clipboard.
   * Recommended to save this email address in your email contacts for easy access.
   * When you receive a bill into your email, forward the whole email including the attachment to your unique Xero address that you have already saved! It will be waiting for you in Xero under Draft Bills.

### Monthly Tasks

* **GST Preparation:**
  + If registered, review your GST returns in Xero. Make sure all expenses and sales are coded correctly.
* **Check Supplier Invoices:**
  + Make sure all supplier bills are entered and scheduled for payment on or around the 20th. Use the statement to check the correct balance.
* **Employer Deductions- (PAYE)** 
  + **This** is due on the 20th of each month for the month prior. Log in to your [myIR](https://myir.ird.govt.nz/_/) to see your balance. You can always set up direct debits from here too.

### Bi-Monthly Tasks

* **File Your GST Return:**
  + Use Xero to file your GST return directly with IRD. Double-check all figures before submitting.
* **Review Debtors and Creditors:**
  + Follow up on long-overdue invoices and review what you owe to suppliers.
* **Plan for Tax:**
  + Set aside funds for tax obligations. Xero’s cash flow reports can help estimate what you’ll need.

### End-of-Year Tasks

* **Prepare for Annual Accounts:**
  + Reconcile all accounts, review asset purchases, check your stock levels, make note of work completed by you but not invoiced to the client - Work in progress.
* **Work with Your Accountant:**
  + Share your Xero file with your accountant for year-end reporting and tax filing.
* **Review Business Goals:**
  + Reflect on the past year and set financial goals for the next.

**Top Tips for Xero Users:**

* **Use Bank Feeds:** Set up automatic bank feeds to save time on data entry.
* **Take Advantage of Xero Projects:** Track job costs and profitability with Xero’s project management tools.
* **Automate Where Possible:** Use recurring invoices and bills to avoid repetitive tasks.
* **Keep Personal and Business Separate:** Always use a dedicated business bank account.
* **Stay Consistent:** Regular updates prevent end-of-year headaches.

### **Need Help?**

Shadow Administration specialises in helping tradies manage their books. We make it easy so you can focus on what you do best – being on the tools! Reach out to us if you need a hand.

This is a general guide. Always consult with your accountant for advice tailored to your business.