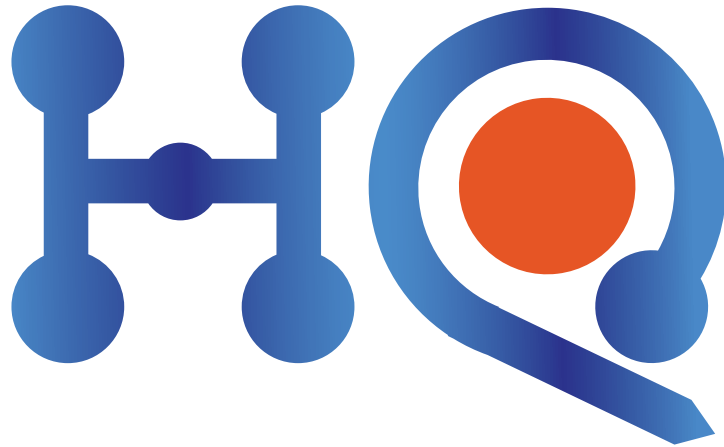# BOOKKEEPERS HQ

Xero Practice Manager Setup
For your Bookkeeping Business success

Presented by **Katrina Aarsman** B. Bus

Bookkeepers HQ

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BOOKKEEPERS HQ

Supporting the growth of
your Bookkeeping business
**Workshops, Training,
Support and Mentoring**

About Katrina:

Having built a successful bookkeeping business over the past 15 years, Katrina decided it was time to move on and help others achieve their dreams and goals too.

In 2015 she sold her business with the new owner taking over the staff, office and the established name.

Katrina started her journey similar to many of you. With the birth of her daughter she left the corporate world and took on some casual bookkeeping roles and continued these small jobs until she realised it was time to get "serious". With the children at secondary school it was time to put more energies into her business and return to more "accounting" style work and so she moved out of the home office and began the serious business of growing her empire (as her friends referred to it).

Over the years Katrina's clientele increased and so did the resources required to run an efficient and profitable business. She admits to having made some mistakes but learnt from these and continued to move forward.

Katrina perfected her systems over time and now wants to empower her colleagues in improving and growing their business with the ultimate view of having an exit strategy.

Katrina has now established a business **Bookkeepers HQ** to offer support and practical solutions for every growing bookkeeping business - solutions that she desired while growing her business - but time and brainpower just didn't permit.

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What we will cover

- Add Staff & their settings
- Organisation & Client settings
- Client Profile (ie Client Manual)
  - Custom Fields
  - Contacts
  - Notes
  - How to edit
- Tasks
- Job Categories
- Job States
- Jobs
  - To do lists (detailed or not)
  - Notes
- Job Templates & Recurring jobs
- Timesheets
- Invoicing
- Reports on workflow
- Link to your Xero file
- Setup Auskey
- Email Configuration
- Notifications

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Add a Staff member

How to add a New Staff member

- Business Tab, Settings, Staff
- Invite Staff
- Choose appropriate privileges

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BOOKKEEPERS HQ

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Settings (Business, Settings)

Practice/Organisation Settings

Job

Default State:
Planned

Default Template:
(select job template)

Invoiced State:
(select job state)

Progress jobs to the above state when invoiced.

My Jobs List:
All

Job Task Order:
Custom

Task Invoice Rate:
Task Billable Rate

Changes to the Task Invoice Rate will apply to new jobs only.

Time Allocation:
Task

Staff Task Allocation:
Inherit from Job

Invoice

Default Invoice Type:
Actual Time

Payment Terms:
Within Days

Day: *
7

Time Sheet Notes:
None

Include time sheet notes in the description on the invoice.

Default Percentage: *
50

Default percentage when invoicing based on a percentage of the quoted value.

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Client Settings

Client Types

Is a named set of payment terms, used to ensure consistency across your client base.

For example:

Direct Debit

On account

Monthly Invoices

List some examples:

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Examples of Custom Fields for the Client

- Compliance (Heading)
    - o GST Registered
    - o BAS Lodged by
    - o BAS Cycle
    - o Cash/Accrual
    - o IAS Frequency

List more examples of Custom Fields:

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How to add Custom Fields

- Business, Settings, Custom Fields
- New Custom Field
- Choose Field Type – Select
- Name
- Tick where you want the field to appear
  (in this case under Client)
- Select the Clients Tab
- Move fields under Headings created in the order you desire

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Add a New Client

How to add a New Client

- Select Clients Tab
- New, Client
- Client Type (eg whether on Direct Debit or on Account)
- Choose Account Manager and Job Manager
- Enter Client name & contact details
- Billings – Option to add custom task rates
- Enter details under each Sub-headings
- Save

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Examples of Contacts for the Client

- Client contact
- Client Bookkeeper
- Accountant
- Mentor
- Advisor

List more examples of Contacts:

How to add a Contact

- Client
- Add a Contact
- Can add custom fields in here too

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Examples of Notes for the Client

- Worksafe login details
- Super funds login details
- PAYGI

List more examples of Notes:

How to add a Note

- Click on Notes Tab
- Give it a Title
- Include detailed Notes as required
- Save

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Examples of Tasks within your business

(keep it general, simple and minimal – but identifiable)

- Session Checklist – Principal
- Session Checklist – Staff
- Consulting
- Training
- Management Reports

List more examples of Tasks (but keep it general, detailed):

How to add a Task

- Business, Settings, Tasks
- New Task
- Enter a Task Name & Description
- Base Rate & Billable Rate
- Income Account

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Examples of Job Categories

- Bookkeeping – Principal
- Bookkeeping – Staff
- BAS Review
- Consulting
- Training
- Management Reports

List more examples of Job Categories:

How to add Job Categories

- Business, Settings, Job Settings
- Add Job Category
- Enter Name, Description
- Income Account

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Examples of Job States

- Planned
- In Progress
- BAS/IAS Summary
- BAS/IAS Auth Sent
- Received signed auth
- BAS/IAS sent to ATO

List more examples of Job States:

How to add Job States

- Business, Settings, Job Settings
- Job State
- Add Job State

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List the Jobs you would do

- Bookkeeping
- BAS
- IAS
- Payment Summaries
- Year End Accounts
- TPAR

List more examples of Jobs you do:

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How to add a Job

- Jobs, Jobs (gets to Job Manager)
- New Job
- Select Client
- Select Contact (created invoicing issues)
- Name the Job (setup Naming conventions)
- Enter Description (which could be used for the invoicing)
- Budget (could enter an amount, for reference only)
- State
- Category
- Schedule Information
- Managers
- Tick Staff going to do the job
- Save
- New Milestone, Save

Add a New Task to a Job

- New Task
- Select the Task
- Can estimate the time
- Can schedule the Task (but not necessary)
- I didn't allocate staff to a task (created issues)
- Save

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Examples of To Do Lists

Choose whether you want to do detailed To Do Lists or just a reference to the Session Checklist word document (for example)

- Detailed
- Refer to an external list ie a word document checklist

How to add To Do Lists

- Within the task add a to do item in the white box
- Continue adding as required

To edit a to do item

- Click onto the Task
- Either use X to delete the line or copy it & add it in the To-do white box & edit the wording
- Select Reorder To-Do & move to the correct order
- Done

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Examples of Job Templates

- Bookkeeping Jobs/Session checklists
- BAS
- IAS
- Payment Summaries
- Year-end Accounts
- TPAR

List more examples of Job Templates you could create:

How to create a Job Template

- Open a Job you want to save as a Template
- Options, Save Job as a Template
- Enter a name, description & select the Job Category
- Save

How to recur Job Templates

- Jobs
- New Recurring Jobs
- Repeats weeks/months
- Choose the next date & no end date
- Select Client and Template
- Enter name (refer to your naming conventions)
- Enter description
- Duration & staff
- Save

Possible naming conventions:

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Add Timesheets

How to add Timesheets

Within the Job

- Open Job
- Time Sheet
- Add staff, select task, enter time & notes
- Can Move timesheets – Options, Move Timesheets
- Select appropriate Job

Within dashboard

- Enter time
- Options are Daily or Weekly
- Click on the day and select Job, Task, enter time & notes

Edit timesheets

- Click on the time and edit
- Change notes, times, tasks, even Jobs

Export timesheets to Xero

- Business, Timesheets
- Export Payroll, do need a payrun open in Xero

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Invoicing

How to prepare an Invoice

Within a Job

- Financial
- New Progress Invoice
- Actual Time & Costs
- Next
- Calculated vs Fixed Price
- Edit time (refer write-ons)
- Approve

From Work in Progress

- Business, Work in Progress
- List
- Sort by client if not already
- Tick those clients' jobs you wish to invoice
- Invoice
- Date, Progress, WIP, Client
- Create
- View invoices or Business, Invoices, Draft
- Open and edit and Approve

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Reporting

- Reports, Report Builder
- Report Builder
- Select report type, Choose Job
- Create
- 1   Report title eg BAS Jobs
- 2   Select fields: Job Name, Job Staff, State
-     Drag to position State at the top
- 3   Select filter: Job Name
-     Job Name: contains type in eg BAS Dec 2015 (whatever is in your name)
- 4   Can choose staff to also view this report (or not)
-     Can group rows (or not)
- Save and Preview

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Connect to Xero

- Business
- Settings
- Xero
- Connect to Xero
- Select the correct organisation
- Authorise

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Setup for BAS Lodgements

Enabling cloud authentication

It takes less than five minutes to enable cloud authentication.

Log in to Xero Tax or Xero Practice Manager.

From Client Settings, select Agent Profile.

Update the agent profile.

Note the Software ID number.

Then complete these steps:

Contact the ATO on 1300 852 232.

Provide your registered agent number. (Have either your TFN or bank account details ready also as they will need further information to identify who you are)

Let the ATO know you're using Xero Tax to lodge income tax returns and activity statements. They may request the full name of Xero Australia Pty Ltd.

Provide the ATO with the Software ID number that's shown on screen.

Once the ATO has confirmed your details, mark the checkbox.

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Now you're ready to lodge using Xero Tax (either the standalone software or within XPM)

For more detailed instructions, check out this link https://www.xero.com/blog/2016/03/weve-done-away-with-device-auskey-to-make-xero-tax-even-easier/or email our support team on xerotax@xero.com.

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Email Configuration

- Jobs, Collaboration

Configuration

- Enter your business name into the email address
- Select Time Zone
- Save

Email

- Email the above email address to attach emails to jobs
- Include the Job Number in the subject line of your email
- If you leave out the Job Number you can manually assign the email to a Job/Lead/Quote

Notifications

- Business, Settings
- Notifications
- Choose who & when staff are notified of events

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Services

1 to 1 Customised half day sessions

Is the pressure of having to do everything totally overwhelming?

Do you feel there has to be an easier way?

Do you often think if only I had more time?

Your business can be automated and streamlined. It's not rocket science. It can be done.

In this half day strategy session we discover the solutions so you can get your life back and allow you to build the business that suits your lifestyle.

Personalised mentoring program

Do you wish you could have a silent partner on your side to support you?

Do you lie awake at night worrying about your business?

If only you had time to sit back and plan properly.

Using my expertise in building and managing a successful bookkeeping practice, I have developed a tried and tested concise program to improve systems, automate workflow, and maximise business profits. This program will empower you to create the business of your dreams, one that doesn't take all you energy and time.

Keep in the loop

Join Facebook Groups: bookkeepers hq to keep in touch and Xero Practice Manager Support Group to help each other

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