INVOICES (Accounts Receivable)

Grants	Contracts	Donations	Other Income	Interest
Generally Grants are exclusive of GST if the group is GST registered	GST is added to contract amounts	No GST on Donations received	Sale of goods must include a GST component if the group is GST registered	No GST on Interest Income
If the group is not GST registered grants will include GST	Council funds are usually plus GST		Training / workshop fees or registrations must include a GST component if the group is GST registered	

BILLS (Accounts Payable)

ADD YOUR LOGO HERE

BILL TO
[Client's Company Name]
[Client's Company Address Line 1]
[Client's Company Address Line 2]
[Client's Company Address Line 3]

[Your Company Name]
[Your Company Address Line 1]
[Your Company Address Line 2]
[Your Company Address Line 3]
GST No.: [Your GST Number]
Phone: [Your Phone]

GST Number displayed

Invoice Date: 18 Feb 2023
Due Date: 5 Mar 2023

Dated

Word "Tax Invoice" included

Tax Invoice # 158

DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	GST
your products	11	163.00	1,793.00	268.95 (15.00%)
your services	1	727.00	727.00	109.05 (15.00%)

[Your Payment Details]

SUBTOTAL		$2,520.00
GST		$378.00
Total		$2,898.00

GST amount included

BILLS (Accounts Payable)

BILL TO
ABC Foundation
Noddy Town

Admin Assist
Tauranga
Phone: 021 215 9393

No GST Number displayed

Invoice Date: 18 Feb 2023
Due Date: 5 Mar 2023

Dated

Word "Tax Invoice" included

Tax Invoice # 158

DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	GST
your products	11	163.00	1,793.00	268.95 (15.00%)
your services	1	727.00	727.00	109.05 (15.00%)

[Your Payment Details]

SUBTOTAL	$2,520.00
GST	$378.00
Total	$2,898.00

GST amount charged but no GST number recorded on the invoice received

If the Supplier is not GST Registered
- No GST number required
- No GST charged
- "Not registered for GST" should be recorded

If the Supplier is GST Registered
- GST number required on bill
- GST charged on bill

ORDER CONFIRMATION

16 November 2022 at 13:33

Yep, will do. This the lemongrass order confirmation below. Is this sufficient?

BELINDA LOMBARD | OWNER
LEMONGRASS CATERING COMPANY LTD | 07 544 5335 | 021 0535824
WWW.LEMONGRASSCATERING.CO.NZ

Deliver To
The Kollective
145 17th Avenue
Tauranga South
Tauranga , 3112

Invoice To
The Kollective
145 17th Avenue
Tauranga South
Tauranga , Bay of Plenty,
3112

Order Information
Order No. 28126

Delivery Information

Date   Thu 17 Nov 2022

Time Slot 4:00pm - 4:30pm

No GST number

Items

Item	Notes	Price	Quantity	Total
CHICKEN SKEWERS - GF/DF - large		$5.50	24	$132.00
SUSHI PLATTER MIXED (40 pieces)		$85.00	1	$85.00
Sushi - Chicken and Vegetable (8) - (GF,DF)			1	
Sushi - Chicken, cream cheese and Vegetable (8) - (GF)			1	
Sushi - Tuna and Vegetable (8) - (GF,DF)			1	
Sushi - Vegan Vegetable (8) - (GF,DF, Vegan)			1	
Sushi - Vegetable and cream cheese (8) - (GF)			1	
Large Platter - Savories - 10 x Pes, 5 x quiche, 5		$115.00	1	$115.00

x GF crustless quiche, 12 x sausage roll				
SWEET PLATTER (Serves 10)		$135.00	1	$135.00
Lemon curd and mascopone cream tartlets 45mm			10	
Chefs sweet treat slice			10	
Gluten Free slice bite			10	
Mini fresh fruit kebabs			10	
Chocolate dipped cream filled profiteroles			10	
Medium Platter - Savories- 4 x pies, 4 x quiche, 4 x crustless quiche, 6 x sausage rolls		$82.00	1	$82.00

Delivery	$16.00
GST	$84.75
Total	$649.75
Payments	-$649.75
Balance	$0.00

Although the GST amount is shown GST can't be claimed as the suppliers GST number is not provided.

In this instance ask the supplier to provide a GST Invoice / Receipt

ORDER CONFIRMATION

Invoiced to the organisation

GST number is included

ORDER CONFIRMATION

DANSKE MØBLER
Furniture for living
www.danskemobler.co.nz
PO Box 27-115, Mt Roskill
Auckland 1440
Ph +64 9 625 3900
Fax +64 9 625 5499
GST # 64 189 123

Invoice To:
XYZ Charitable Trust
Tauranga, 3112
NEW ZEALAND

Deliver To:
XYZ Charitable Trust
Gate Pa
Tauranga, 3112
NEW ZEALAND

Date Created	23/07/22		Order No. Confirmation	SO345958
Customer No.	260969		Sales Ref	R401447
Customer P/O			Approx. Del. Date	12/08/22
Salesperson	Maria Gallardo		Page	1
Home Phone				
Mobile No.			Business Phone	07578664
Mobile No. 2			Email	manager@envirohub.org.

Loc	Stock Code	Qty	Description	Cubic Metres	Unit price	Total Price
BULK	ACTO-ORV-DGR-S	2	****ORVIETO SOFABED SOFINA FABRIC DARK BLUE A106 NATURAL WOODEN LEG	0.66	999.00	1,998.00
			sale price $499 each			
			pick up			
			internet banking			

Total Cubic 0.66

Total Amount	1,998.00
Discount	1,000.00
Total Including G.S.T.	998.00
Deposit	0.00
Balance	998.00

DIRECT CREDIT IS OUR PREFERRED METHOD OF PAYMENT
Please credit your payment to **ASB Account 12 3033 0411854 00**
PLEASE QUOTE YOUR CUSTOMER NUMBER ON ALL PAYMENTS

RECEIPTS

SocialLink Tūhono Pāpori | Western Bay of Plenty
Building a Thriving Social Sector

admin assist

Left Receipt

```
Z 11TH AVE
CNR 11TH AVE & CAMER
TAURANGA

*------EFTPOS------*
TERMINAL    23295802
TIME      18JAN 11:42
TRAN 001829   CHEQUE
EFTPOS
CARD         ....6607
A0000000031010
RID:A000000003
PIX:1010
TC: B3E088612ED40C6C
TVR:00 80 04 80 00
TSI:E8 00
ATC:0060
PURCHASE    NZ$ 48.05
TOTAL       NZ$ 48.05
      ACCEPTED
*-----------------*
INVOICE NUM   001773
    CUSTOMER COPY
```

❌
- No GST Number
- Not a "Tax Invoice"

Middle Receipt

```
Z 11th Ave
CNR ELEVENTH AVENUE AND CAMERON RD
TAURANGA
Phone Number:  07-5788545
18/01/2023 11:42:36 A Txn: 1530041039857
*** TAX INVOICE *** GST No: 56-295-887
GST INCLUSIVE

POS: 4      Cashier: Sonia      041

05 ZX Premium                    $50.00
    $2.559/LT    19.540LT
Fuel Discounts 10c/1             -$1.95
-------------------------------------
Subtotal                         $48.05
VISA                             $48.05
Tax Amount                        $6.27
-------------------------------------
Loyalty Card No: 6014355006721723
Pumped Discount Stacked:     10 c/1
Pumped Discount Used:        10 c/1
Total Pumped Balance:         0 c/1
Total Savings:            $   1.95

Earn great rewards with Z App!Download
today and receive one 10cpl voucher,a
free coffee and $5 off a Max car wash!
```

✔
- GST Number provided
- "Tax Invoice" printed

Right Receipt

```
countdown
countdown.co.nz

9415 Bayfair Countdown  PH: 07 547 4560
1-19 Girven Rd
Tax Invoice/Credit Note - GST No. 44-833-938

                                      $
#GC Countdown 50 Dollar            50.00
#GC Countdown 50 Dollar            50.00

2 SUBTOTAL                        $100.00
TOTAL                            $100.00
-------------------------------------
COUNTDOWN BAYFAIR      BAYFAIR       NZ
MERCH ID:611000609009415  TERM ID: N9415001
Visa Debit     CHEQUE  CARD:........6607 D
                       PURCHASE  NZ$100.00

                       TOTAL     NZ$100.00
19/08/22 16:55  001719 APPROVED        00

EFT                               $100.00
Change                              $0.00
# Non-Taxable Items
-------------------------------------
    ONECARD REWARDS
Your current Onecard points balance is 1297
(may not include recent transactions)

Minimum points earned this transaction 100

ONECARD NUMBER: 9480026343694
```

Vouchers generally do not have a GST component.

The receipt will confirm if GST is included or not.

Example # Non-Taxable items

REIMBURSEMENTS

EXPENSE REIMBURSEMENT REQUEST

ADD YOUR LOGO HERE

Name:	
Position:	

⊞ **Expense/s to be reimbursed.**

Date	Supplier	Expense Details / Reason	$ Amount	Project
		Total Amount	$	

Please attach a tax receipt (not EFTPOS receipt) for the expense you are requesting reimbursement for.

Mileage Reimbursement

Date	Location: FROM	Location: TO	Reason for Trip	Total km's	$ Amount Due
			Total Mileage Payable		$

Total amount to be paid $_____ to bank account provided.

I confirm that the above expense/s has been paid for by me and that I have the authority to incur this/these on behalf of name of organisation.

I also confirm that I have not previously claimed for these expenses.

Signed: _____   Dated: _____

Approval - I have reviewed the above claim and approve it for payment.

Name of Person Authorised to Approve: _____

Signature: _____   Date: _____

Staff, trustees and Volunteers

1. Expense reimbursement can be claimed through completion of a Expense Reimbursement form, accompanied by an invoice / receipt. The payment should approved by the manager of the person requesting the reimbursement.

2. Mileage can also claimed through completion of an Expense Reimbursement form.

Contractors

1. Expense reimbursements can be included on a contractors invoice to your organisation but must be accompanied by an invoice / receipt

2. Mileage reimbursement can be included on a contractors invoice

3. Expense / mileage reimbursement can also be claimed through completion of a Expense Reimbursement form

SAME RULES APPLY FOR RECEIPTS INCLUDED FOR REIMBURSEMENT

GST can be claimed on reimbursements with correct tax invoice / receipt

BILL PAYMENTS

Processing / loading bills for payment:

1. Check calculations of quantity / unit rate and totals to ensure they balance, especially for manually raised bills (outside of an accounting system).

2. Check bank account details on bill match bank account details for saved Payee. If they don't match, request current deposit slip from supplier

3. Bills should not be paid from a statement issued, a copy of the invoice must be provided

4. Use invoice number in the reference field in accounting packages, picks up duplications and easy to check

5. Save copies of bills in cloud accounting systems for approval and accounting / auditing

Bill Payment approvals:

1. A staff member / trustee should not approve a payment to themselves

2. Have separation of duties where possible i.e. one person loads payments and two other signatories approve

3. Consider how bills / batches / payment are approved and how this is evidenced for financial review / audit

END OF MONTH

Prior to the end of the month it is good practice to check the following:

1. All invoices (Accounts Payable) for the month have been issued

2. All bills (Accounts Receivable) have been loaded

At the **beginning of a new month** it is good practice to check the following:

1. Check the bank statement balance as at the last day of the month for each bank account against your accounting system to ensure they agree

2. Load / approve any additional bills received that are dated the previous month prior to running any financial reports for the previous month

3. Manager to spot check bank statement when received to check against bill to ensure payment made to the bank account included on the invoice. This should be evidenced with a initial and date next to each payment that has been made.

4. 2 – 3 working days into the new month (once all transactions have been reconciled) send statements to contacts that have invoices outstanding

END OF FINANCIAL YEAR

At the **beginning of a new financial year** it is good practice to check the following:

1. Check your Asset Register – make a note of any items sold or disposed of during the year (Manager to sign off) and ensure any new assets have been included

2. Make a list of any Bills to be accrued i.e. invoice dated after the end of the financial year for goods / services provided in the financial year *Example EOY 31 March 2023, bill dated 2 April 2023 for services provided March 2023*

3. Compile a summary of unspent grants as at year end (also known as Balance Date)

XERO RECONCILING

"Create" is highlighted and Xero has populated fields based on what it thinks is correct. Double check & update before selecting OK

Review your bank statement lines ……….

….. then match with your transactions in Xero

	Options ▾
9 Mar 2023	Spent	Received
4835610451699515 DF	64.88	
NEW WORLD BR		
NEW WORLD BR		
More details		

OK

| Match | Create | Transfer | Discuss | Find & Match |

| Who | New World | What | 462 - Catering ▾ |
| Why | workshop catering |

TECT - Catal... ▾   Capability Bui... ▾   15% GST on ... ▾   Add details

	Options ▾
14 Mar 2023	Spent	Received
SOCIAL SECTOR INN		848.01
SOCIALINK DEBIT CARD TO...		
TOP UP		
More details		

OK

| Match | Create | Transfer | Discuss | Find & Match |

14 Mar 2023	Spent	Received
Bank Transfer from ANZ Operating Account.		848.01
Ref: TOPUP		

Click OK to reconcile

Green to "GO" ahead and reconcile. This means there is an existing transaction in Xero to match to your bank statement transaction

XERO RECONCILING

SBS Bank
03-1355-0791133-00
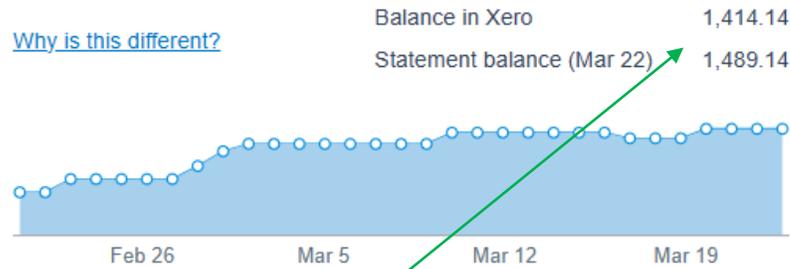
Why is this different?

Balance in Xero   1,414.14
Statement balance (Mar 22)   1,489.14

Feb 26   Mar 5   Mar 12   Mar 19

Balance in Xero and bank statement balance are not the same. Possible causes:

• Unreconciled item in Xero
• Duplicate bank statement transactions
• Duplication Xero transactions

Click on Bank Account Name / Number to move through to the next screen and select "Reconciliation Report" to go to Bank Reconciliation Summary which will list outstanding transactions

Bank Accounts ›
SBS Bank ▾ 03-1355-0791133-00

1,489.14 Statement Balance   **1,414.14** Balance in Xero   ✓ Reconciled   Different balances?   22 Mar 2023 Reconciliation Report   Manage Account ▾

What's this? 💬

Reconcile   Bank statements   **Account transactions**

+ New Transaction

Bank Reconciliation Summary   Reorder columns

Social Sector Innovation WBOP Charitable Trust
As at 23 March 2023
SBS Bank

Date	Description	Reference	Amount
Balance in Xero			
23 Mar 2023			1,414.14
Plus Outstanding Payments			
17 Mar 2023	Payment: Dawn de Witt	Refund for BRN67107	75.00
Total Outstanding Payments			75.00

XERO TIME SAVING TIPS

Xero Dashboard - Accounting / Advanced / Organisation Settings

Organisation settings

General

Organisation details
Address, logo and basic financial information

Users
Add, remove or modify users of this organisation

🔒 **Currencies** — Upgrade
Upgrade your subscription to enable multiple currencies

Connected Apps
Add and manage third party connections to Xero

Subscription and billing
Change plan and update credit card details
Managed by Tracy Stockman

Features

Invoice settings
Create branding themes for documents, add payment services and auto reminders for invoices

Payment services
Add and manage online payment options for your sales invoices

Email settings
Set a reply-to email address and email template content

Xero to Xero
Connect with other Xero users to automate invoices and bills

Custom contact links
Create shortcuts for your favourite Xero contacts and other tools

Looking for advanced settings?

Customise invoices for different contracts or customers

Customise emails for different situations

Connect directly with other organisations that also use Xero to exchange invoices directly using your Xero Network key

Applicable for sending invoices and receiving bills Xero to Xero

ADD Xero network key to "Sales defaults" under Contacts

XERO TIME SAVING TIPS

Xero Dashboard – Business / Invoices

Turn on Invoice Reminder settings.

You can turn them off for specific invoices

Send statements 2 – 3 working days after the end of the month

Use "Repeating" invoices for contracts where invoices need to be raised at regular intervals i.e quarterly / six monthly / annual installments

XERO TIME SAVING TIPS

Xero Dashboard /

Click and select
"Bank Rules"

SBS Bank
03-1355-0791133-00

Why is this different?

| Balance in Xero | 1,414.14 |
| Statement balance (Mar 22) | 1,489.14 |

Feb 26   Mar 5   Mar 12   Mar 19
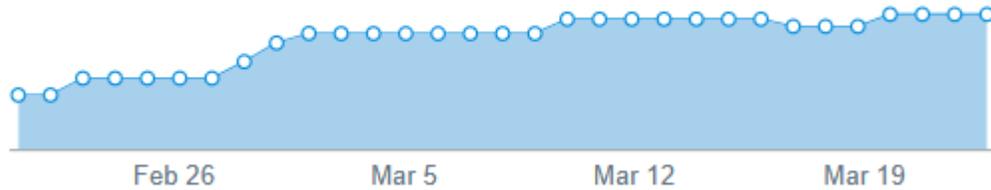
Bank rules save you manually creating a new transaction each time you get a recurring or similar type of bank statement line

1. Apply a bank rule
- ● Any conditions match
- ○ All conditions match

Add conditions

Field	Condition	Value
Any text field	contains	

Add condition

2. Set the contact

An existing or new contact	👤

3. Allocate line items
Automatically allocate fixed value line items

Description	Account	Tax Rate	Chargeout Hours	Amount
Add a new line				
			Total	0.00

With any remainder, allocate ratios using percent line items

Description	Account	Tax Rate	Chargeout Hours	Percent
				100.00%
Add a new line				
			Total	100.00%

4. Set the reference

from the Reference

5. Add rule details

Run this rule on	Name the rule
All bank accounts	

Cancel   Save

XERO TIME SAVING TIPS

Xero Dashboard – Contacts / Select specific contact

Edit the contact settings

Customise financial details for this contact for consistency and time saving

ADD Xero Network key here for Xero to Xero Invoices & Bills

Select "Branding theme" for this contact based on "Invoice Settings" added under Organisation settings

Sales Defaults = Invoices (Accounts Receivable) | Purchase Default = Bills (Accounts Payable)

NEXT WORKSHOPS

Funding Accountabilities
28 April

Budgets
26 May

Cashflow Forecasting
23 June

GST & Payroll
28 July