



XERO CASHBOOK

Xero's intuitive design and advanced features makes accounting accessible for both you the business owner and your trusted accounting advisor. Xero Cashbook has been designed to help you manage your cash whilst allowing your accountant to manage your books, using the same data at the same time – anywhere, anytime.

KEEPING IT SIMPLE

Xero Cashbook is ideal for businesses that don't have invoicing requirements. It is a simplified version of Xero, available to you through your accountant as part of their services to you.

Accessed in exactly the same way as the standard version of Xero - Xero Cashbook allows you to manage your cashflow over the internet with no software to install and no hassle to setup.

Hornblower Limited Nathaniel Hornblower Logout My Xero Help

Dashboard Accounts Reports Contacts Settings

Hornblower Limited

Bank Accounts

Go to Banking >

bnz BNZ Cheque
02-0102-0345678-000 Manage Account

3 items to reconcile
[Reconcile now >](#)

Bank balance (14 Sep 2009)
26,248.98

Balance in Xero
23,682.13

[Reconciliation report](#)

Date	Balance
Sep 8	20,000
Sep 10	18,000
Sep 12	19,000
Sep 14	23,682.13

Account Watchlist

Go to Chart of Accounts >

Account	Jul-08	YTD
Entertainment (420)	0.00	1,623.11
Printing & Stationery (461)	0.00	401.07
Sales (200)	123.50	46,603.24

Expense Claims

Go to Expense Claims >

[+ Add Receipt](#)

Your Current Claim 11.52	All Current Claims (2) 31.52
Awaiting Authorisation (1) 99.15	Awaiting Payment (1) 1,250.00

ANZ Business Classic

02-0102-0345678-000 Manage Account

Reconciled

Bank balance (14 Sep 2009)
15,768.52

Balance in Xero
15,768.52

[Reconciliation report](#)

Date	Balance
Sep 8	15,000
Sep 10	18,000
Sep 12	17,000
Sep 14	15,768.52

A LITTLE OR A LOT

Xero Cashbook has two roles to meet the level of input you want to have in your accounts.

1. The Managed role gives you access to add comments on bank transactions, which your accountant can then code. This helps you become familiar with accounting without having to learn all aspects, and it's perfect if you turned up to your accountant's office last year end with a 'shoebox' of receipts.
2. The Cashbook role provides more functionality. You can easily code transactions and prepare cash based sales tax reports. Ideal if you're already using installed cashbook software or Excel spreadsheets.

In both cases your accountant can review your information at any stage and provide input for your business during the year.

EVOLVES WITH YOUR BUSINESS

With Xero Cashbook, you don't have to be intimidated by complex accounting features. When you are ready and willing to manage invoicing and payables, simply upgrade and unlock further functionality within Xero.

ON THE SAME PAGE

With Xero Cashbook you can communicate directly with your accountant from within Xero, using the Ask My Accountant functionality. This feature allows both you and your accountant to view and share the same information at the same time. No more sending large, out-of-date files back and forth, and no need for either party to upgrade software just to be compatible.

GET THE MOST OUT OF YOUR ACCOUNTANT

Xero Cashbook is an ideal tool that allows your accountant to help you work on your business by offering you services such as monthly reports, sales tax preparation and budget forecasts – providing you with the information you need to grow and improve your business.

