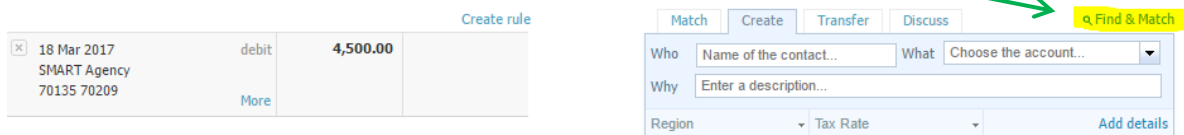


How to Allocate Xero Bank Feed Deposit to Invoices

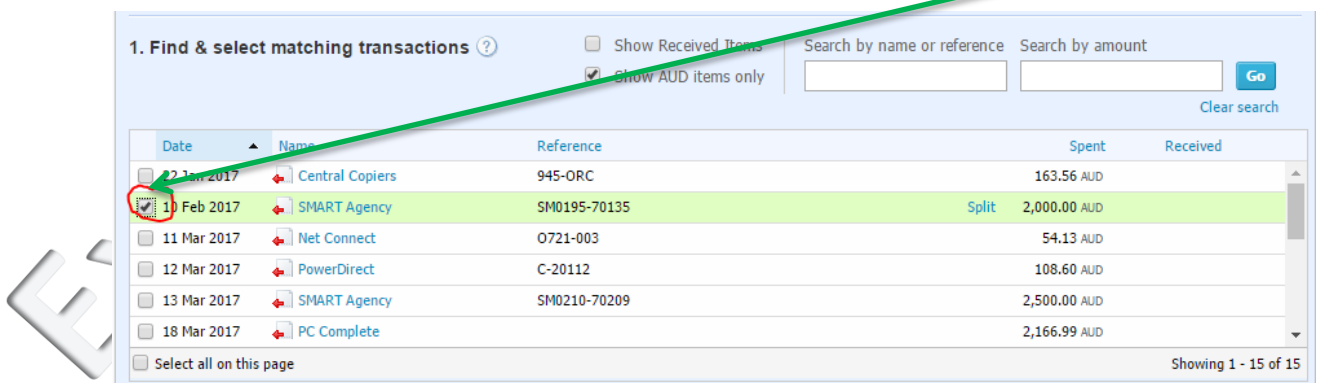
Xero does a great job of guessing for you what customer invoice a bank feed deposit transaction should be matched up to, but sometimes its best guess isn't exactly what you want.

When it Xero suggests a match that isn't correct or can't make a guess for you at all that's when the function **Find & Match** will help you out.

1. In your Bank Reconciliation window in Xero the right hand column of transactions show what Xero thinks your bank feed transaction should be. On the Top right hand corner of the Xero transactions there is a tiny option **Find & Match**



2. Click Find & Match, A list of all of the unpaid invoices that you have already entered into your Xero file will appear. From the list that comes up, click the customer and invoice that you want to allocate that bank deposit to by clicking the check box with your mouse



- Select as many different invoice and customers that you need to balance up to the amount of receipt that has come into your Xero Bank Feed.

Once you have got all Green fields on your screen, which means that Xero agrees that your transactions now balance, then click the **Reconcile** Button on the bottom on the screen and job is done.

The screenshot displays the Xero Reconcile interface. At the top, a summary row shows a debit of 4,500.00 AUD for the date 18 Mar 2017 from SMART Agency. Below this, the interface is divided into two main sections:

1. Find & select matching transactions

This section includes search filters and a table of transactions. The table has columns for Date, Name, Reference, Spent, and Received. Several transactions are highlighted in green, indicating they are selected for reconciliation.

Date	Name	Reference	Spent	Received
22 Jan 2017	Central Copiers		163.56 AUD	
10 Feb 2017	SMART Agency	SM0195-70135	2,000.00 AUD	
11 Mar 2017	Net Connect		54.13 AUD	
12 Mar 2017	PowerDirect		108.60 AUD	
13 Mar 2017	SMART Agen	SM0210-70209	2,500.00 AUD	
18 Mar 2017	PC Complete		2,166.99 AUD	

2. View your selected transactions. Add new transactions, as needed.

This section shows a list of the selected transactions from the previous section, with checkboxes for selection. The subtotal of the selected transactions is 4,500.00 AUD.

Date	Name	Reference	Spent
10 Feb 2017	SMART Agency	SM0195-70135	2,000.00 AUD
13 Mar 2017	SMART Agency	SM0210-70209	2,500.00 AUD

Subtotal: 4,500.00 AUD

Must match: Money Spent: 4,500.00 AUD

If you need any further training or assistance with your Xero cloud accounting software contact Exact Accounting – Xero Certified Advisor.

Cheers,

Kerry Casanova, CPA

