



# Second Speaker Ashleigh Welch

**Ashleigh Welch**



# Making Tax Digital (MTD)



- Quarterly tax returns
- Digital bookkeeping platform





# What's so good about Xero?

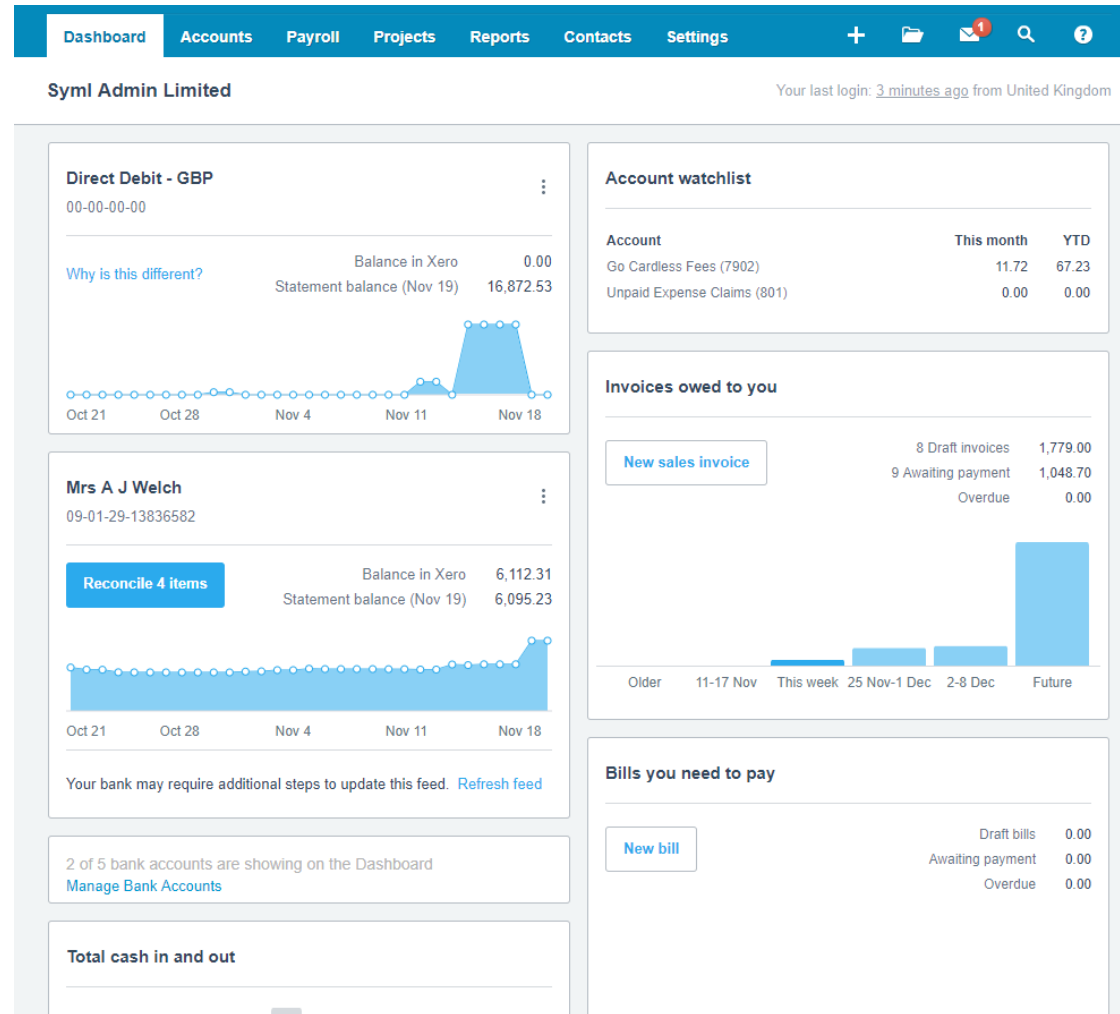
1. Collate your financial admin
2. Send invoices, reminders, statements, remittance, POs etc.
3. Efficiency
4. Multi-users
5. Links with apps
6. Financial reports

# 1. Collate your financial admin

Bank statements

Reconciliation

Rules



Account watchlist-  
Director's Loans?

Arrears?

Bills?

# 2. Send invoices, reminders, statements, remittance, POs etc

SymI Admin Limited ashleigh welch

Dashboard Accounts Payroll Projects Reports Contacts Settings

## Sales

+ New Send Statements Import Search

### Invoices

Paid Repeating See all

Draft (8) <b>1,779.00</b>	Awaiting Approval <b>None</b>	Awaiting Payment (9) <b>1,048.70</b>	Overdue <b>None</b>
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Money coming in

Customers owing the most	List	Pie	All
Rebecca Price	495.00		
Cardigan Bay Brownies	150.00		
Lusso Interiors Ltd.	123.50		
Emily Marshall-Hasdell	75.00		
Roots	59.20		

# 3. Efficiency

- Repeating sales invoices
- Repeating purchase invoices
- Repeating journals
- Bank rules
- Financial reports or submit via Xero



# 4. Multi-users

The screenshot shows the 'Edit user' page in the Syml Admin Limited system. The user 'ashleigh welch' is being edited. The page is divided into two main sections: 'You have access to:' and a user profile sidebar.

**You have access to:**

- Projects**  
How much access do you need?  
Buttons: Limited, Standard, Admin (selected)  
Info: This role has the same access to Projects as Standard and includes staff and project cost information. It's ideal for business owners and admin staff. [Understand user role details](#)
- Payroll admin**  
Allow this user full payroll access, including preparing and posting pay runs and payroll reporting
- Business and accounting**  
How much access do you need?  
Buttons: Standard (selected), Adviser  
Info: This role suits business owners and admin staff that manage the day-to-day business and accounting. [Understand user role details](#)

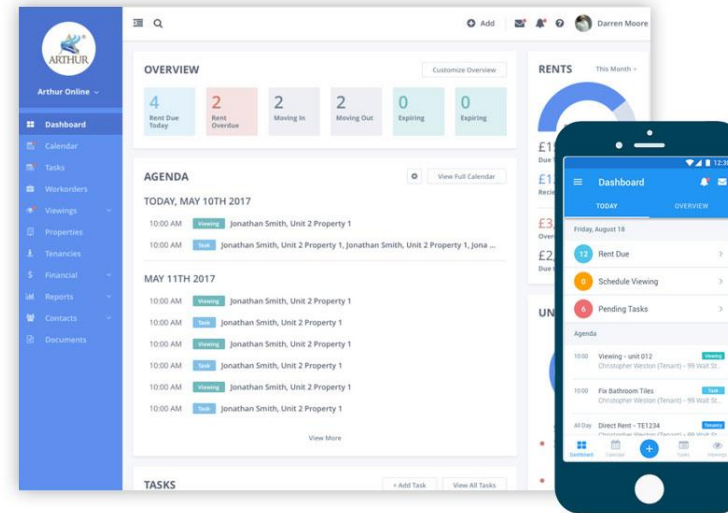
**Business and accounting permissions:**

- Sales and purchases:
- Bank accounts and balances:
  - Reconcile and edit statement lines (non-cash coding)
  - Bulk reconciliation and statement line editing (cash coding)
- Bank account admin:  Can add and edit bank account details held for customers and suppliers

**User Profile Sidebar:**

- Avatar: AW
- Name: ashleigh welch
- Email: ashleighwelch@syml-admin.com
- Current role and security:**
  - Standard (Non-cash coding), Manage users - Reports - Bank account admin, Payroll admin
  - No two-step authentication
- History:**
  - Logged in Tue, 20 Nov 2018 at 10:14
  - Current as of 15 Sep 2017

# 5. Links to apps



# 6. Financial Reports

- Real time
- Monitor profitability (important for landlords)
- Tracking (perfect for property)
- Export reports
- Different formats

Common Formats | Compare Periods | Show Date Range

Current and previous 3 months | Year to date progress | Month to date progress | Current financial year | Actual vs Overall budget

**Profit & Loss**  
Syml Admin Limited  
For the month ended 30 November 2018

	Nov-18	Oct-18	Sep-18	Aug-18	YTD
<b>Income</b>					
Bookkeeping Sales	30.00	439.75	577.25	1,036.45	3,837.25
Employee Expenses Sales	495.00	75.00	75.00	0.00	795.00
Monthly Management Account Sales	445.00	295.00	295.00	295.00	1,970.00
Other Sales	0.00	0.00	0.00	15.60	15.60
PA Sales	0.00	1,650.61	1,771.88	931.88	6,536.13
Payroll Sales	59.20	59.20	59.20	59.20	355.20
QuickBooks and Xero Training	239.50	357.20	414.00	312.00	2,055.10
Self-Assessment Sales	75.00	0.00	0.00	0.00	75.00
<b>Total Income</b>	<b>1,343.70</b>	<b>2,876.76</b>	<b>3,192.33</b>	<b>2,650.13</b>	<b>15,639.28</b>
<b>Less Cost of Sales</b>					
Auto Entry Credits	10.80	10.80	10.80	90.00	392.40
Cost of Sales	0.00	0.00	26.00	0.00	26.00
Payroll fees	15.00	15.00	15.00	15.00	90.00
Quickbooks Fees	30.00	30.00	25.37	35.99	197.73
Xero Charges	0.00	0.00	0.00	26.40	52.80
<b>Total Cost of Sales</b>	<b>55.80</b>	<b>55.80</b>	<b>77.17</b>	<b>167.39</b>	<b>758.93</b>
<b>Gross Profit</b>	<b>1,287.90</b>	<b>2,820.96</b>	<b>3,115.16</b>	<b>2,482.74</b>	<b>14,880.35</b>
<b>Less Operating Expenses</b>					
ABC Networking Fees	0.00	0.00	0.00	15.00	45.00
Accountancy Fees	114.74	114.74	0.00	0.00	229.48
Bank Charges	0.00	7.50	7.50	7.50	30.00
Bank Interest Paid	(0.28)	(0.11)	(0.24)	(0.27)	(1.24)
BNI Networking Fees	0.00	42.00	42.00	42.00	210.00
Go Cardless Fees	11.72	10.57	10.45	14.33	67.23
Gross Wages	0.00	987.50	950.00	987.50	4,900.00
Insurances	0.00	221.60	0.00	0.00	221.60
Microsoft 365 Charges	22.56	22.56	22.56	22.56	135.36
Mileage Claims	125.40	421.24	256.01	421.69	1,791.49
Office Stationery	0.00	0.00	0.00	0.00	13.92
Postage and Carriage	13.92	14.62	0.00	15.97	44.51
Professional Fees	0.00	57.84	529.90	0.00	627.14
Subsistence	0.00	0.00	4.20	10.45	29.50
Travelling	10.73	37.10	15.25	0.00	83.78
Website	60.00	60.00	60.00	60.00	360.00
<b>Total Operating Expenses</b>	<b>358.79</b>	<b>1,997.16</b>	<b>1,897.63</b>	<b>1,596.73</b>	<b>8,787.77</b>
<b>Net Profit</b>	<b>929.11</b>	<b>823.80</b>	<b>1,217.53</b>	<b>886.01</b>	<b>6,092.58</b>

Layout Options | Print | Export

## Training

**1-2-1**

**Your premises**

**3 hours**

**Xero and QuickBooks**

**£95**

## Contact

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