



ABABranchB Treasurer <ababbranchbtreasurer@gmail.com>

Branch B - February GST

1 message

Amanda Skinner <amanda-skinner@bigpond.com>
To: ABABranchB Treasurer <ababbranchbtreasurer@gmail.com>

31 March 2019 at 17:48

Hi Jennifer,

Thank you for your patience in me processing this return.

Thank you for submitting your February BAS.

The two transactions for February were 'unreconciled' in the account transactions – so I have gone in and marked them off. You do this by going to the bank feed, account transactions, click into the transaction, Options and then mark as reconciled. This may be because they came in manually. They were entered all fine.

| Month | GST Collected | GST Paid | (refund)/payable | Running Balance |
|--------|---------------|------------|------------------|-----------------|
| Feb-19 | \$ 2.00 | \$ (16.00) | \$ (14.00) | \$ (14.00) |

Overall National owes Branch B \$14.00

-

I will organise the refund soon.

I have raised a bill in National and sent to you via the Xero network. You will see this is now connected direct to your file as an **invoice in draft mode**, you will need to code it correctly and then when the refund comes in via the bank feeds, it will turn green for you.

If you have any questions, please let me know

Thanks,

Kind regards,

Amanda Skinner

National Treasurer

Australian Bowhunters Association

Archery Action Magazine



T: 0438 573 792 (after 6pm)

E: amanda-skinner@bigpond.com

From: ABABranchB Treasurer <ababbranchbtreasurer@gmail.com>

Sent: Sunday, 10 March 2019 5:50 PM

To: Amanda Skinner <amanda-skinner@bigpond.com>

Subject: Re: Xero Update - Branch B

Thanks Amanda,

Hope you are doing OK.

As the Branch B account is not showing on the list of available accounts (probably as it requires more than 1 signatory) We have to fill out a form. I attach a screenshot of the bank feed page, and another of the online banking transactions for Feb.

I have completed my portion and attach here for your signature also. (img 1 & 2)

If you sign, scan and return, I will print the form to take into our local branch - I will have a chance to do this Wednesday. I will have to also change the Email address for my contact details. I have not filled out the contact fields on the first section as I did not want to keep using fullboarinc@gmail.com. I can finish that once you send it back.

In the meantime there were only two transactions for Feb and I entered them in to Xero, as well and the GST refund from National you deposited 4th March so you can check that. Even though in the bank account register the transactions are showing as unreconciled, on the dashboard there is no button to reconcile.

Note the GST code defaults to the contact not the account or item so I had to change what Xero prefilled to BAS excluded. I searched for and found the Item you'd setup and saw that you had set that code to that item. Thankyou.

Anyhow, you can log in and see the GST report for Feb - Collected will be \$2.73 and Paid will be \$16.25

Give me a ring anytime if you need to about the bank feed form.

0414652889

Treasurer (appointed)

Jennifer Hall

ABA Branch B

On Tue, 5 Mar 2019 at 18:20, Amanda Skinner <amanda-skinner@bigpond.com> wrote:

Hi Jennifer,

Your Xero file is set up and I will be inviting you shortly (as well as Kerry Chandler, ABA's Office Manager). Your MYOB file was imported in with data from 1 June 2017 as well as chart of accounts from that file. I couldn't enter past comparative figures for 31 May 2016 as your MYOB file is rolled but if you do want them in there, please send me old data. You are welcome to log in once you receive the invite.

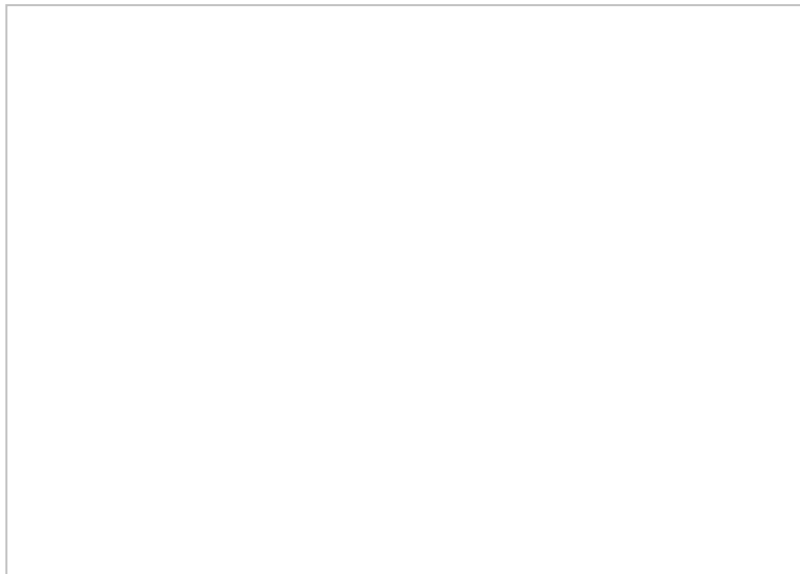
Below is a link in relation to bank feeds that you need to apply for via your CBA internet banking. On the dashboard, select **GET BANK FEEDS** and this will continue into your internet banking to register. See below

<https://central.xero.com/s/article/Commonwealth-Bank-CBA-direct-feeds>

If you can let me know when this is actioned, that would be great. Once bank feeds start, there may be a delay in time and a few transactions will need to be entered manually.

I have also set up a contact called ABA National. This must be used for all interaction with ABA National as I have linked a network key that allows the two Xero files to talk.

And finally I have set up an item called 'GST' that can be used when you pay National for GST or receive a bill from National for GST



Cheers 😊

Kind regards,

Amanda Skinner

National Treasurer

Australian Bowhunters Association

Archery Action Magazine



T: 0438 573 792 (after 6pm)

E: amanda-skinner@bigpond.com