Xero Report Templates

Quickstart Guide

Beautiful reports generated directly from your clients single ledger using customisable templates and with the flexibility to suit any organisation.

Beautiful accounting software

Overview

Report templates are a set of templates built and customised by you for your practice.

The pre-built templates are ready for you to use and available for you to copy and tailor for your practice.

Your report templates draw data from each client's single ledger, so you don't need to import or export data to prepare your reports or to post adjustment journals outside your client's Xero organisation.

Some of the common uses of report templates in practices are:

- management reporting
- reporting for statutory or taxation purposes
- specialised industry reporting, eg, farming
- commonly used customised schedules, eg, tax calculations
- annual resolutions and dividend declarations
- reporting for not for profit entities

Every report template is designed to work seamlessly with your client organisations in Xero using:

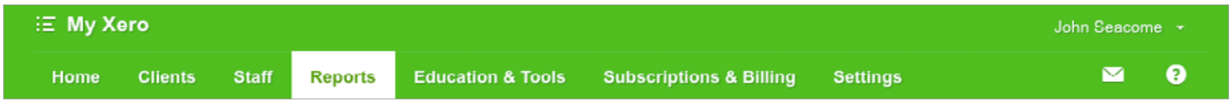
- Report codes: Build your reports using Xero's report code structure. This is mapped directly to each client's chart of accounts meaning every client can have a different chart structure but still produce consistent reports every time. Once mapped to an applicable report code, any general ledger account can be displayed and edited via a report template.
- Report fields: Insert pre-defined fields into your reports such as shareholder names, bank names, and other data by placing report fields in your reports and defining the contents of each field by each client.

Report templates: Quickstart guide

Prepare your templates

1. Access report templates

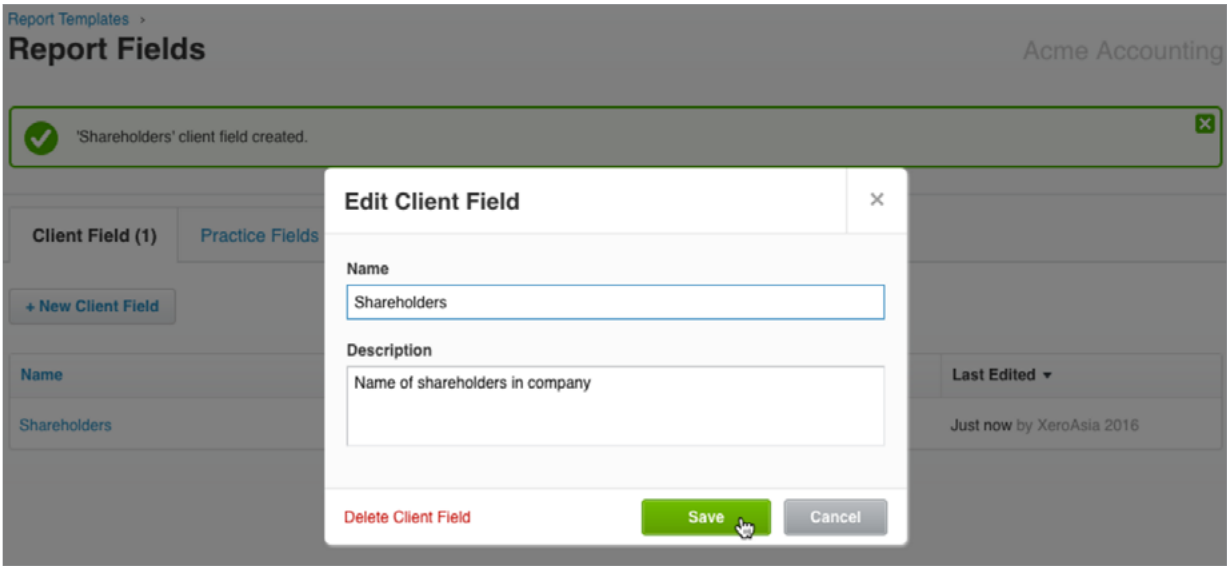
You'll find report templates in My Xero Partner Edition under Reports.



If required, give staff access to edit from their profile in your practice:

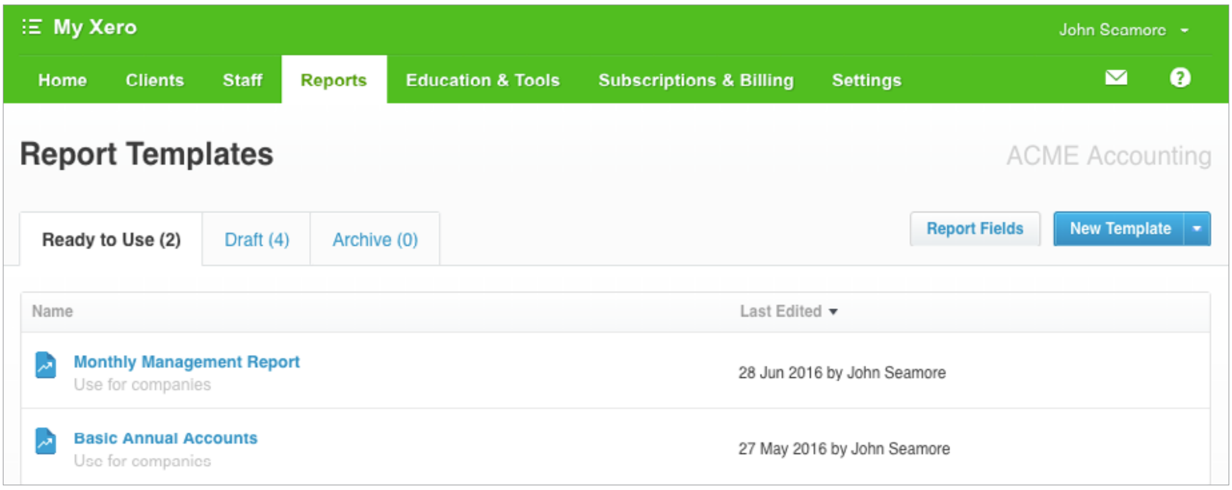
2. Define report fields

Create the report fields you wish to use. You can create client fields which are defined at a client level, or practice fields which can be defined at a practice level for all clients.



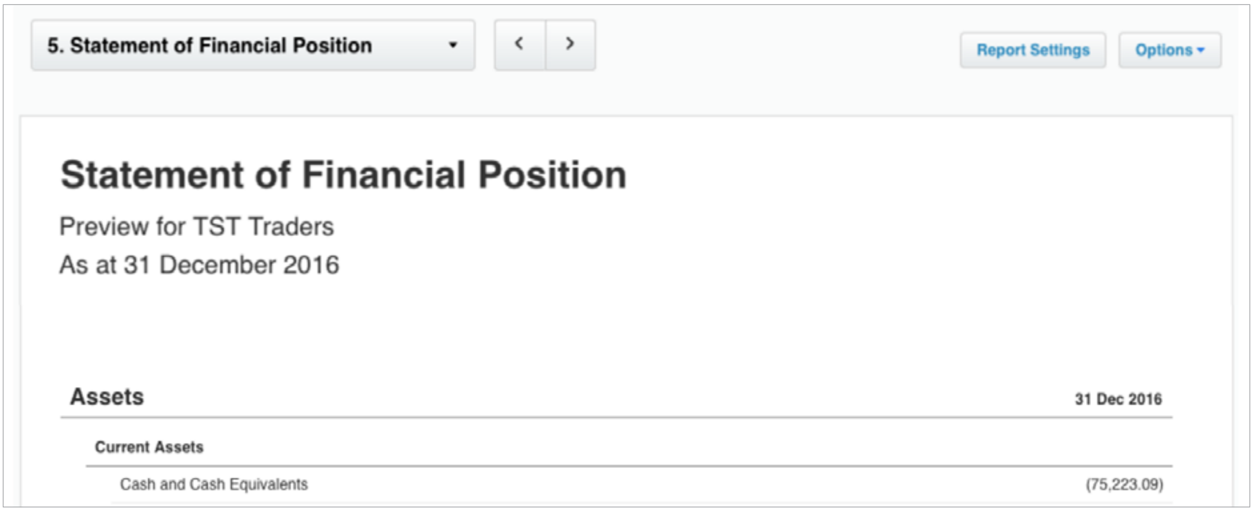
3. Choose a report template

Build a new template or copy one of our pre-built templates to get started right away.

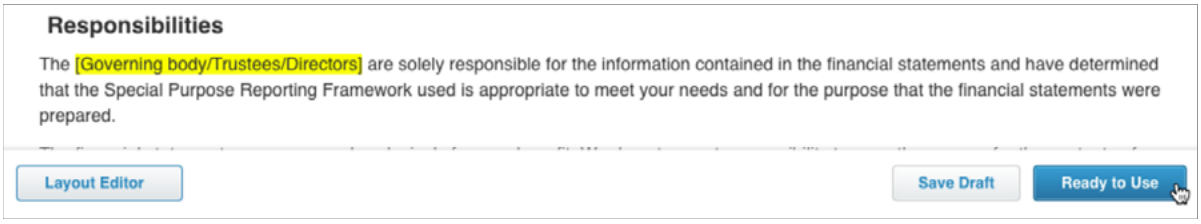


4. Customise your template

- Customise the name of each report
- Use the layout editor to edit each report:
  - Add custom schedules such as loan or current account schedules
  - Insert text blocks
  - Insert report fields or highlight text that needs to be customised per client
  - Add custom columns or formulas.
  - Group or itemise report codes.
  - Use switch rules to automatically swing certain accounts (eg, overdraft bank accounts).
- Add other reports as needed (eg, blank reports for non financial, or multiple profit and loss reports for trading accounts).



- Once you're happy, save the template as ready to use, or save a draft and come back to it. You can copy this template for further manipulation if you wish to have more than one version.

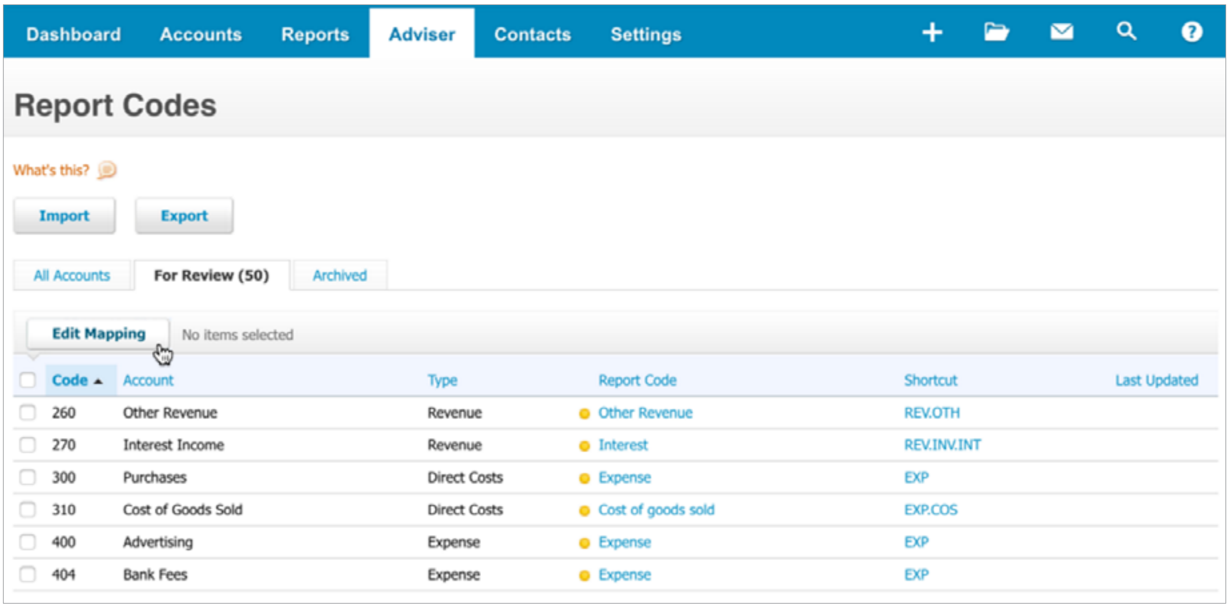


Apply a report template to clients

1. Map report codes

Report codes map each client's chart of accounts to Xero's underlying mapping system for report templates. This means you can use any chart of accounts for your practice or individual clients and still use the same report templates across all your clients.

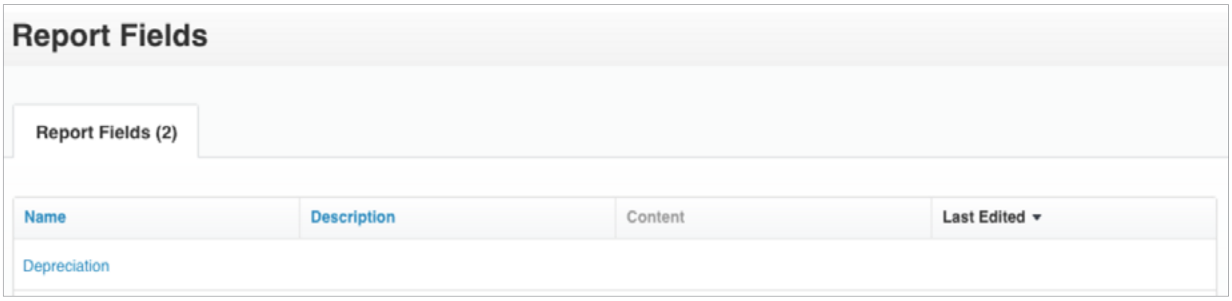
Before you prepare your client's accounts using your new report template make sure your report codes are appropriately mapped to your client's chart of accounts. Do this within each of your client's Xero organisations.



To save time, select multiple accounts to map to the same report code where applicable. You can export this mapping as a CSV file and import it into your other clients where the chart of accounts is similar. Always check the For Review tab before reporting to make sure no unmapped accounts are listed.

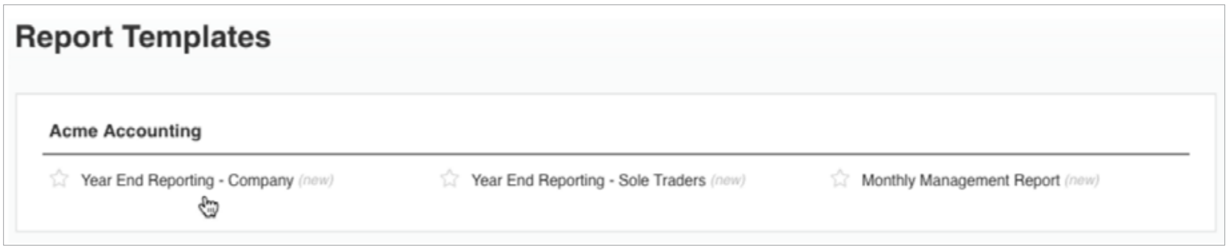
2. Update report fields

If you are using report fields in the your templates, check your fields within your client to update or insert data for them to populate correctly.



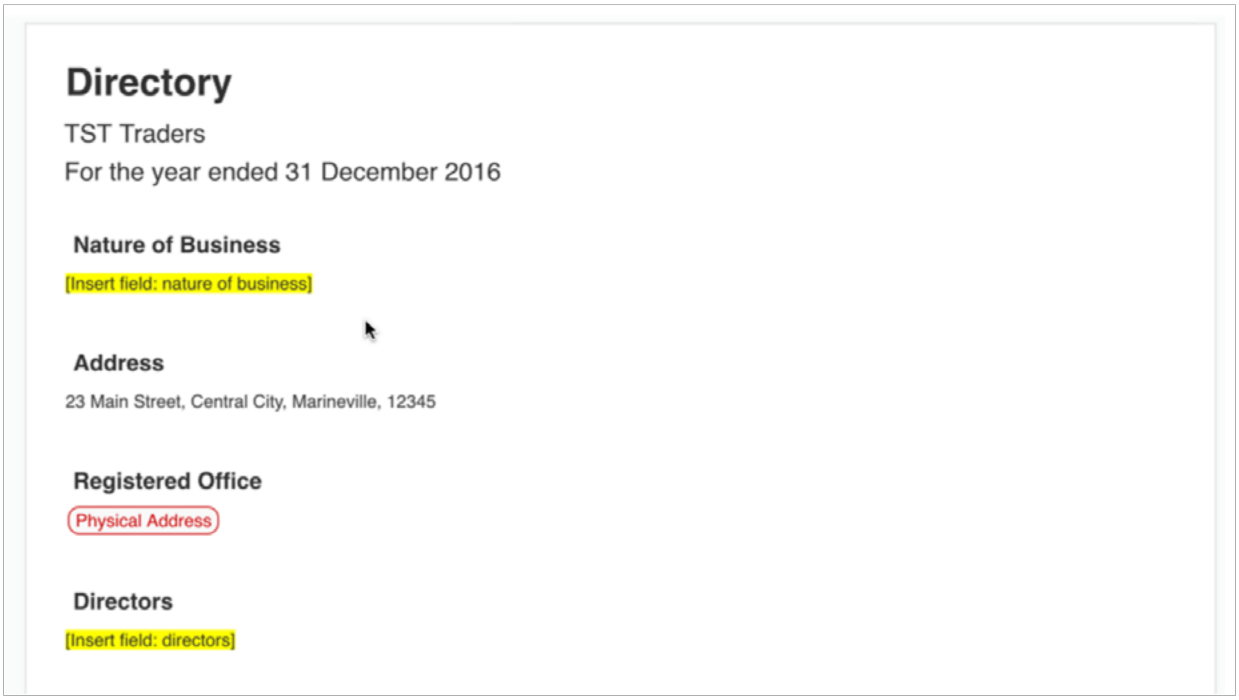
3. Select the template

You can now view and apply the template to your clients from within their Xero organisation.



4. Review the template and make adjustments

Review each page of your report. Check for any highlighted fields where you need to make edits, ensure report fields are flowing through appropriately and make any changes you need to the schedules and fields. All aspects of your template can be edited at the client level without affecting the underlying template in your report templates.

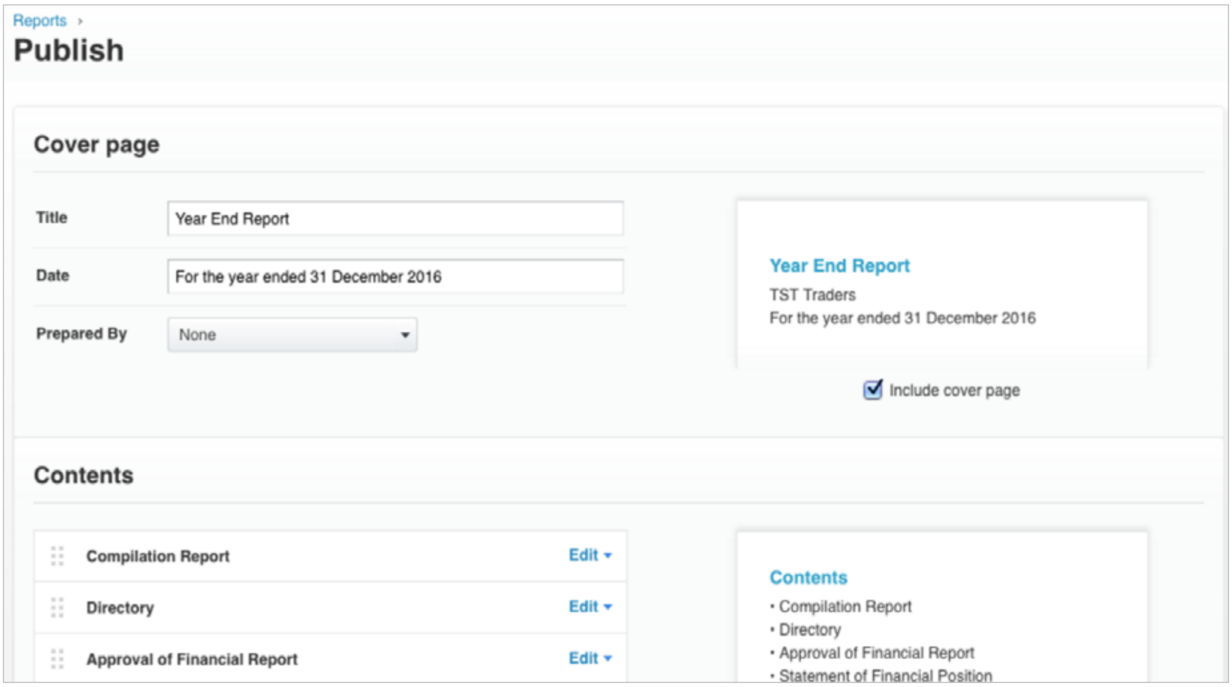


5. Publish your report

Once you have reviewed your report click publish to finalise for your client.

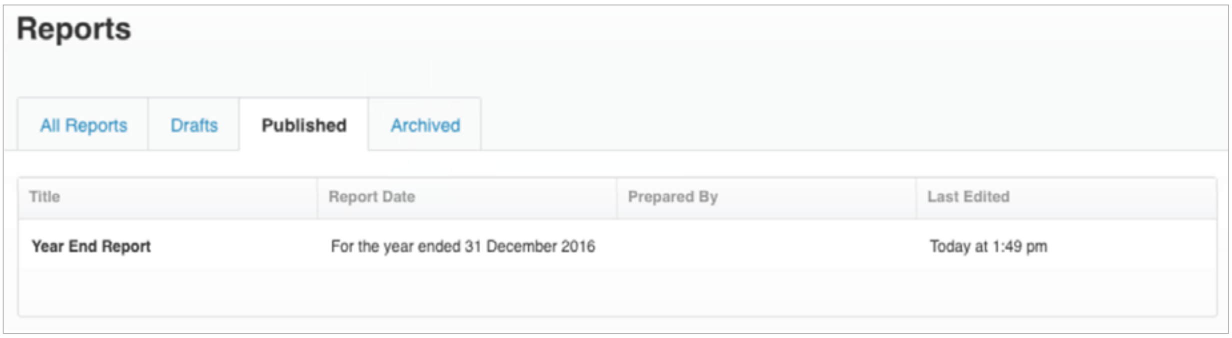
6. Customise the report publishing settings

- Give the title a name and date.
- Remove any reports you no longer require.
- Include/Remove cover page and contents.
- Add/Remove decimals in all reports.
- Add your practice logo.



7. Save your report

Click Save and your finished report will be available in the list of published reports for your client to view. From here you can also export the report to PDF, Excel or Google Sheets for printing or further manipulation.



Tip: Copy and edit for next period reporting

If you've previously published a report for the client, you can simply copy the earlier report and edit it by opening up the previously published report and selecting Copy and Edit.

This is a fast way to create and copy over saved information in the previously published report and retain any client level customisations you have applied.

Need more help?

Looking for more in-depth help? For detailed information on all the features of report templates:

- Watch the intro video
- Check out the XeroU course
- Refer to the help centre
- Partner Help Centre