

# Cash Coding in Xero (fast coding)

Xero's Cash Coding tutorial - 1.03min

<http://vimeo.com/56879105>

Go to reconcile items from the main dashboard

Bank Accounts Go to Banking >

**ASB** ASB 00 Manage Account v

Statement Balance

31 Mar 2013

**Reconcile 10 items**

Balance in Xero

Reconcile (10) **Cash Coding** Bank statements 1 **Select the 'Cash Coding' tab**

**Uncheck all** **Discard changes** Shortcut keys Showing all 10 **Show more**

<input type="checkbox"/>	Date	Payee	Reference	Description	Account	Tax Rate	Spent	Received	
<input type="checkbox"/>	10 Feb 2013	CARD 5587 CARRINGTON M OTEL NEW...	NEW PLYMOUTH				640.00		<input type="checkbox"/>
<input type="checkbox"/>	15 Feb 2013	CARD 5587 BIGNELL ST M OTEL WANG...	WANGANUI				110.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	25 Feb 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				171.43		<input checked="" type="checkbox"/>
<input type="checkbox"/>	15 Mar 2013	CARD 5587 WESTSHORE HO LIDAY PA...	WESTSHORE				160.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	19 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				300.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	23 Mar 2013	FN TRANSFER EX 12-3085- 0322642-5...						450.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	24 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				42.86		<input checked="" type="checkbox"/>
<input type="checkbox"/>	31 Mar 2013	DR.INT TO 31/03/2013					0.07		<input type="checkbox"/>

**2** **Tick all the boxes for similar items (they will show highlighted in green) E.g. all accommodation/travel expenses.** Save & Reconcile Selected

Use your mouse cursor to select the description box

**Uncheck all** **Discard changes** Shortcut keys 3 **Using the mouse cursor select the description box and enter details (optional)** Showing all 10 **Show more**

<input type="checkbox"/>	Date	Payee	Reference	Description	Account	Tax Rate	Spent	Received	
<input type="checkbox"/>	10 Feb 2013	CARD 5587 CARRINGTON M OTEL NEW...	NEW PLYMOUTH				640.00		<input type="checkbox"/>
<input type="checkbox"/>	15 Feb 2013	CARD 5587 BIGNELL ST M OTEL WANG...	WANGANUI				110.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	25 Feb 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	Accommodation			300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS				171.43		<input checked="" type="checkbox"/>

Use the Tab key on your keyboard to move to the next cell (Account)

Reconcile (10) **Cash Coding** Bank statements Account transactions 4 **Type the account or classification (use coding lists)** Showing all 10 **Show more**

**Uncheck all** **Discard changes** Shortcut keys

<input type="checkbox"/>	Date	Payee	Reference	Description	Account	Tax Rate	Spent	Received	
<input type="checkbox"/>	10 Feb 2013	CARD 5587 CARRINGTON M OTEL NEW...	NEW PLYMOUTH				640.00		<input type="checkbox"/>
<input type="checkbox"/>	15 Feb 2013	CARD 5587 BIGNELL ST M OTEL WANG...	WANGANUI				110.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	25 Feb 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	Accommodation	travel		300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	Accommodation	469 - Travel Local		300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	Accommodation	470 - Travel Overseas		171.43		<input checked="" type="checkbox"/>

Use the tab key on your keyboard to move to the next cell (Tax)

Reconcile (10) **Cash Coding** Bank statements Account transactions

Uncheck all Discard changes Shortcut keys Displaying all 10 Show more

<input type="checkbox"/>	Date▲	Payee	Reference	Description	Account	Tax Rate	Spent	Received	<input type="checkbox"/>
<input type="checkbox"/>	10 Feb 2013	CARD 5587 CARRINGTON M OTEL NEW...	NEW PLYMOUTH				640.00		<input type="checkbox"/>
<input type="checkbox"/>	15 Feb 2013	CARD 5587 BIGNELL ST M OTEL WANG...	WANGANUI				110.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	25 Feb 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	accomdation	469 - Travel L...	15% GST	300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	accomdation	469 - Travel L...	15% GST ...	300.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	accomdation	469 - Travel L...	15% GST ...	171.43		<input checked="" type="checkbox"/>
<input type="checkbox"/>	15 Mar 2013	CARD 5587 WESTSHORE HO LIDAY PA...	WESTSHORE				160.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	19 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	accomdation	469 - Travel L...	15% GST ...	300.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	23 Mar 2013	FN TRANSFER EX 12-3085- 0322642-5...						450.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	24 Mar 2013	CARD 5587 APPLE MOTOR INN HASTINGS	HASTINGS	accomdation	469 - Travel L...	15% GST ...	42.86		<input checked="" type="checkbox"/>
<input type="checkbox"/>	31 Mar 2013	DR.INT TO 31/03/2013					0.07		<input type="checkbox"/>

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**5**

**Save & Reconcile Selected**

If you have got all row selections pre populated with coding details, then well done, you can now select 'Save & Reconcile'.

If not everything is showing, then you may need to click into first row columns and re-select what is needed.