



## Xero - Tracking



Beautiful accounting software

### What is Tracking:

In Xero, **Tracking** is what is used to identify transactions that can be grouped/assigned to a particular area of your business. These can then be reported on and you are able to get a snapshot of how those separate areas of the business are performing.

### Applications:

**For Rental Properties:**

Report on separately identifiable (multiple) rental properties

**For Businesses:**

Report on separately identifiable (multiple) branches/trading accounts/product lines etc

### Why do I need it?

So you can track performance of multiple areas

E.g. Profit & Loss Statement for Rental Properties

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

Compare rental properties

#### Profit & Loss

All Rental Properties  
 1 April 2012 to 31 March 2013

	Property 1	Property 2	Property 3	Property 4	Unassigned	Total
<b>Income</b>						
Rent Received	12,839.69	15,844.59	6,946.11	3,846.08	700.00	40,176.47
<b>Total Income</b>	<b>12,839.69</b>	<b>15,844.59</b>	<b>6,946.11</b>	<b>3,846.08</b>	<b>700.00</b>	<b>40,176.47</b>
<b>Gross Profit</b>	<b>12,839.69</b>	<b>15,844.59</b>	<b>6,946.11</b>	<b>3,846.08</b>	<b>700.00</b>	<b>40,176.47</b>
<b>Less Operating Expenses</b>						
Accountancy Fees	0.00	0.00	0.00	0.00	3,594.90	3,594.90
Bank Charges	0.00	12.50	0.00	0.00	736.98	749.48
Insurance	0.00	0.00	0.00	0.00	589.52	589.52
Interest on Loans	7,849.45	14,653.02	5,528.58	5,775.78	7,599.60	41,406.43
Interest on Overdraft	0.00	331.34	0.00	0.00	1,609.70	1,941.04
Legal Expenses	0.00	785.00	0.00	0.00	1,000.00	1,785.00
Repairs & Maintenance	0.00	0.00	0.00	0.00	71.00	71.00
<b>Total Operating Expenses</b>	<b>7,849.45</b>	<b>15,781.86</b>	<b>5,528.58</b>	<b>5,775.78</b>	<b>15,201.70</b>	<b>50,137.37</b>
<b>Net Profit</b>	<b>4,990.24</b>	<b>62.73</b>	<b>1,417.53</b>	<b>(1,929.70)</b>	<b>(14,501.70)</b>	<b>(9,960.90)</b>

## How to set up/add tracking in Xero:

In the top blue Xero menu go to **Settings > General Settings > Tracking**

### 1. Add a tracking category

### 2. Add tracking options



**For Property Investors/Rental (see Fig.1a below)**

= Rental Properties

=(Street) followed by (number)

**For Property Dealers/Developers (see Fig.1b below)**

= Property Developments

=(Street) followed by (number)

**For Trading Businesses (see Fig.1c below)**

= Trading Accounts or = Region/Branch etc

=Division name, trading account name, branch name, area etc

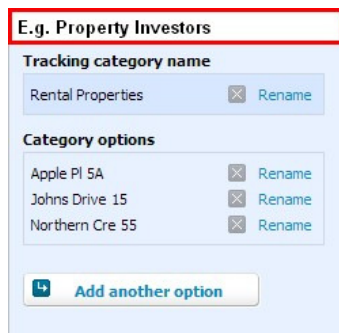


Fig.1a



Fig.1b

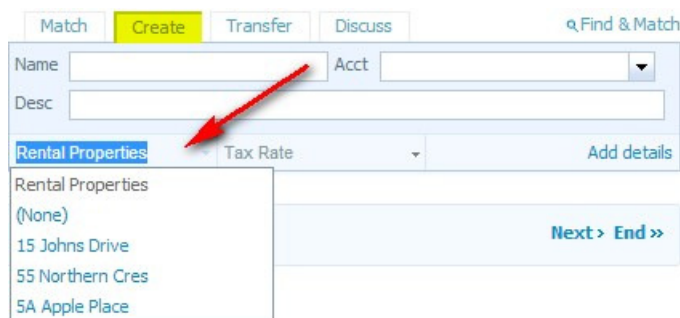


Fig.1c

## How to apply tracking in Xero: (various methods - here are some of the main ones)

### Through 'Reconcile Account Transaction'

When reconciling a bank transaction using the 'Create' function:



### Through 'Bank Rules'

If you are creating a bank rule:



## Through 'Sale or Purchase' entry

If you are entering an invoice:

<b>To</b>	<b>Date</b>	<b>Due Date</b>	<b>Invoice #</b>	<b>Reference</b>	<b>Branding</b>
ABC Furniture	10 Jan 2013	17 Jan 2013	INV-0039	books sold	Standard

Currency: NZD New Zealand Dollar      Amounts are: Tax Exclusive

Item	Description	Qty	Unit Price	Disc %	Account	Tax Rate	Region	Amount NZD
BOOK	'Fish out of Water: Finding Your Brand'	1.00	19.95		200 - Sales	15% GST on Income		19.95
							+ Add new tracking option	
							(None)	
							Eastside	
							North	
							South	
							West Coast	