

This is a report of all payments made for a particular period.

Some church and NFP councils, boards and finance committees look for this report. It is a hangover from previous eras of accounting and pre-computer systems when these bodies wanted more certainty about the processing of transactions.

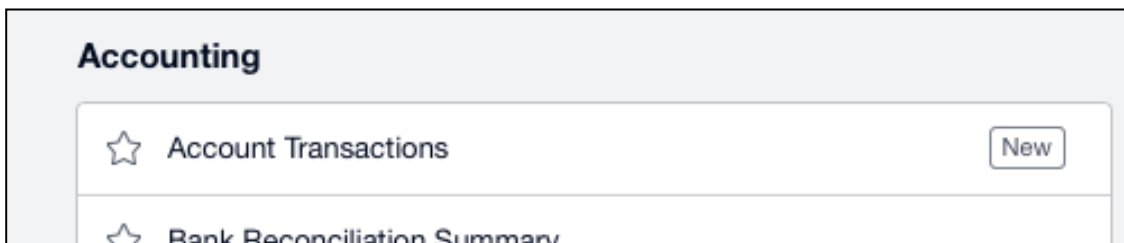
Nowadays it is reasonable to rely on the completeness of the financial reports by using the financial reports themselves for checking and ensuring there are active and reliable internal controls.

Benkorp recommends that you prepare this report and set it up for future requirements.

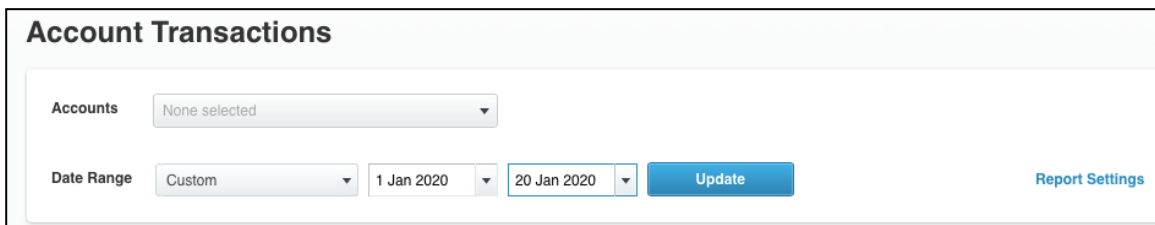
We use the amazing **Accounts Transactions Report**

This report is based on a standard already in your Xero, and is very useful for many and varied inquiries on transactions. See reference to more examples at the end of this paper

## 1. Go to the Accounts Transaction report (new)



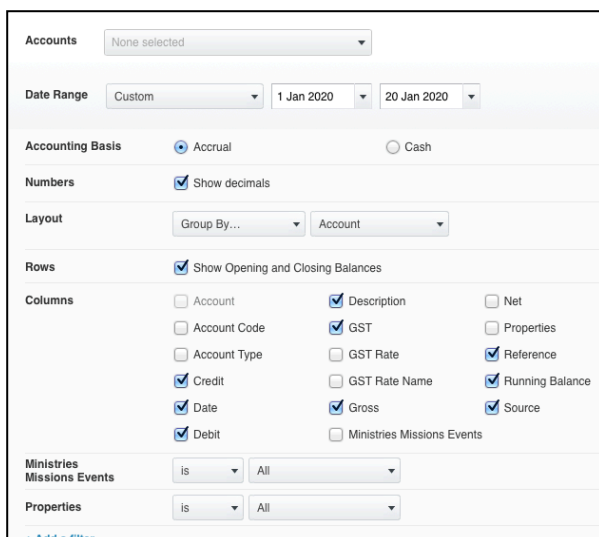
## 2. Accounts Dates Settings



Select the Bank account/s you want to report

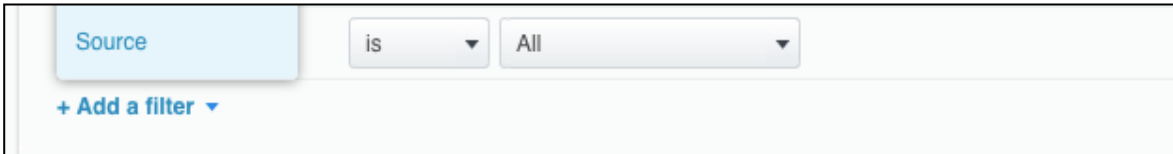
Select the date range for this report

## 3. Settings screen - before you select



Click Report Settings, select:

- Accrual
- Show decimals
- Date
- Description
- Gross
- Reference



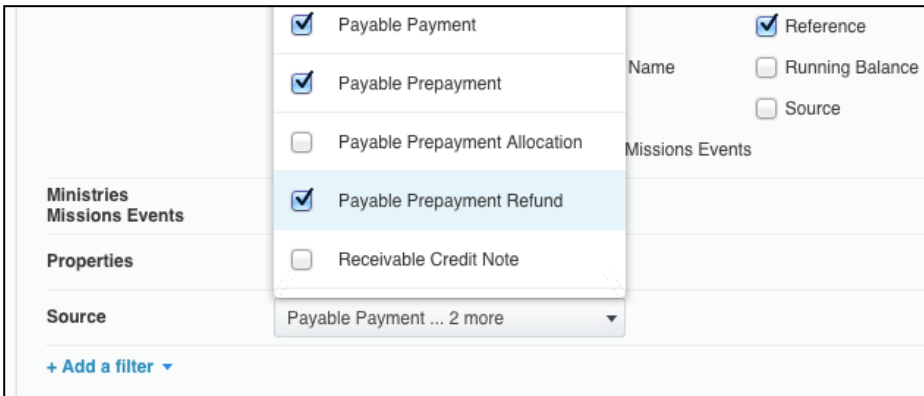
➔ Go to Add a filter

Click Add a Filter at the bottom of the page and select Source

Click on the Dropdown arrow and deselect All

Select only the Payment Types you use:

- ▶ Payable Payment
- ▶ Payable Prepayment
- ▶ Receivables Overpayment Refund
- ▶ Receivables Prepayment Refund



- ▶ Spend Money

**Click Update**

Review the report

Order the columns as required

Click on Report Settings to select or deselect columns you want to display.

**Final selections will look like this**

## Account Transactions

Accounts: 11111 - Bank account #1234 ... 1 more

Date Range: Custom | 1 Jan 2020 | 20 Jan 2020

Accounting Basis:  Accrual  Cash

Numbers:  Show decimals

Layout: Group By... | Account

Rows:  Show Opening and Closing Balances

Columns:

<input type="checkbox"/> Account	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Net
<input type="checkbox"/> Account Code	<input type="checkbox"/> GST	<input type="checkbox"/> Properties
<input type="checkbox"/> Account Type	<input type="checkbox"/> GST Rate	<input checked="" type="checkbox"/> Reference
<input type="checkbox"/> Credit	<input type="checkbox"/> GST Rate Name	<input type="checkbox"/> Running Balance
<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Gross	<input type="checkbox"/> Source
<input type="checkbox"/> Debit	<input type="checkbox"/> Ministries Missions Events	

Ministries Missions Events: is | All

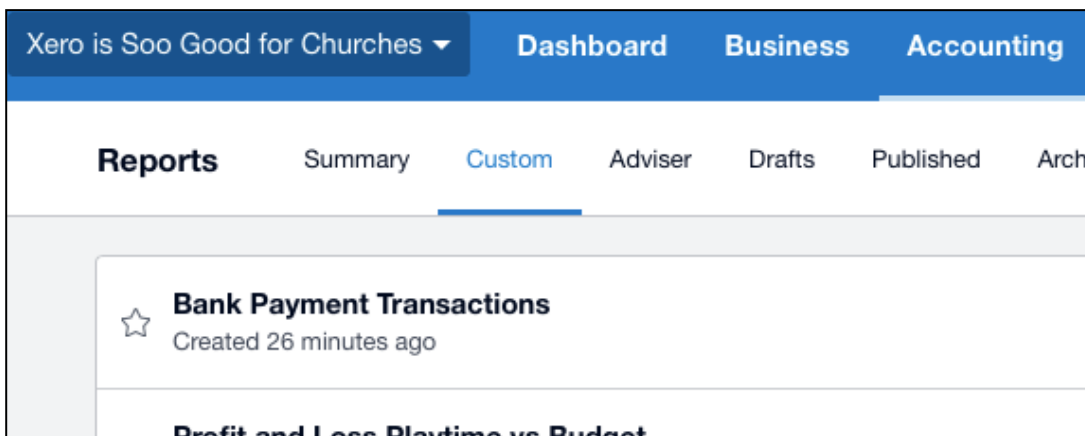
Properties: is | All

Source: Spend Money ... 5 more

[+ Add a filter](#)

Save as:

NB remember to Save the report as **Custom** and give it a name so that you can use it again.



Export as PDF and save to financial report folder/files as required

The report is now ready for distribution

**Example from our Benkorp Xero training system**

## Account Transactions

Xero is Soo Good for Churches

For the period 1 January 2020 to 20 January 2020

Source contains Payable Payment, Payable Prepayment, Receivable Overpayment Refund, Receivable Prepayment Refund, Spend Money

DATE	GROSS	SOURCE	DESCRIPTION	REFERENCE
<b>Bank account #1234</b>				
10 Jan 2020	(449.33)	Payable Payment	Payment: News Local	BPAY#011422425 Mosman Daily 2020
11 Jan 2020	(214.47)	Payable Payment	Payment: Telstra	BPAY Telephone Bill Dec
15 Jan 2020	(350.00)	Spend Money	Landlord	
15 Jan 2020	(2,747.83)	Spend Money	Payroll	
15 Jan 2020	(1,111.00)	Payable Payment	Payment: Benkorp Management Services	Inv 13096
16 Jan 2020	(314.45)	Payable Payment	Payment: Rwandan Australian Friendship Association Club	Coffee December
<b>Total Bank account #1234</b>	<b>(5,187.08)</b>			
<b>Bank special account #1235</b>				
11 Jan 2020	(13,000.00)	Spend Money	Contractor	Deposit
15 Jan 2020	(10,000.00)	Spend Money	Contractor	Invoice 1278
<b>Total Bank special account #1235</b>	<b>(23,000.00)</b>			
<b>Total</b>	<b>(28,187.08)</b>			

Here are 2 examples of other useful and common reports prepared with the same report feature:

Account Transactions:

Missions Donations Payable Report - [click here](#)

Repairs and Maintenance Log - [click here](#)

For these and many more “how to” use various Features of Xero, see the Benkorp website [news and blogs](#)

Please contact us with feedback on any of our “how to” guides

Also any suggestions for future “how to” guides are appreciated: <https://www.benkorp.com/contact/>