



e-News

Monday, 13th November 2023

Newsletter No 120

Manage Dates in Reports - New Xero Feature



Xero has recently added a new feature to their Management Report Pack report. It's called "Manage Dates" and essentially allows you to include reports within a Management Report Pack that are outside of the given report period. For example, if the period is July to September 2023, the Manage Dates button will allow you to include a report for another month, quarter, or even year without changing the original report period. Below are the steps to follow to use the new feature.

Step One

Go to Reports, then Financial Statements, then Management Reports. Select this report.

^ **Financial statements**

★ Balance Sheet	:	☆ Management Report
☆ Blank Report	:	☆ Movements in Equity

Step Two

At the top of the report you will find the Manage Dates button.

Contents

1. Cash Summary ▼ < > Add report **Manage dates**

Step Three

Click the Manage Dates button and you will see the option to change a date range for any of the given individual reports. Simply toggle off the report for which you wish to change the date range and then you will see further options for your date selections - see below.

Manage dates



Customise or review the dates of any report

Default pack date range: Last quarter

1 Jul 2023	30 Sept 2023	▼	
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1. Cash Summary	Default	<input checked="" type="checkbox"/>
2. Profit and Loss	Default	<input checked="" type="checkbox"/>
3. Profit and Loss - CASH	Default	<input checked="" type="checkbox"/>
4. Profit and Loss - YTD	Default	<input checked="" type="checkbox"/>
5. Balance Sheet	Default	<input checked="" type="checkbox"/>
6. Aged Payables Summary	Default	<input checked="" type="checkbox"/>
7. Aged Receivables Summary	Default	<input checked="" type="checkbox"/>

Cancel

Apply

Manage dates

Customise or review the dates of any report

Default pack date range: Last quarter

1 Jul 2023	30 Sept 2023
------------	--------------

- 1. Cash Summary Default
- 2. Profit and Loss Default
- 3. Profit and Loss - CASH Default
- 4. Profit and Loss - YTD Default

Date range: Last quarter

1 Jul 2023	30 Sept 2023	▼
------------	--------------	---

- 5. Balance Sheet Default
- 6. Aged Payables Summary Default
- 7. Aged Receivables Summary Default

This month	Nov 2023
This quarter	1 Oct - 31 Dec 2023
This financial year	1 Jul 2023 - 30 Jun 2024
<hr/>	
Last month	Oct 2023
Last quarter	1 Jul - 30 Sept 2023
Last financial year	1 Jul 2022 - 30 Jun 2023
<hr/>	
Month to date	1 Nov - 9 Nov 2023
Quarter to date	1 Oct - 9 Nov 2023
Year to date	1 Jul - 9 Nov 2023
<hr/>	
<input type="checkbox"/> Custom date range	Select or type

8,763.51	6.66%	↑
50.00	3,900.00%	↑
18,813.51	6.84%	
925.00	-48.11%	↓
673.02	-79.83%	↓
4,336.13	-100.00%	↓
(1,883.69)	100.00%	↑
928.27	113.11%	↑
21,367.38	31.33%	↑
0.03	2,133.33%	↑
2,672.21	-3.31%	↓
2,396.15	-0.83%	↓

Step Four

In this example, the pack date range is July to September 2023, however, we have now chosen to include a year-to-date profit and loss report along with the standard September quarter profit and loss.

Contents

2. Profit and Loss
▼

Pack date range: Last quarter

1 Jul 2023
30 Sept 2023
▼

Compare
None

Contents

4. Profit and Loss - YTD

Date range: Year to date

1 Jul 2023 9 Nov 2023

Compare with

None

In Other Bookkeeping_BAS News...

Your Online Services - you will Control who has Access from 13 Nov: If you engage a new agent, change to a new agent, or need to make changes to what your agent is authorised to do for you, you will need to go through the Agent nomination process. [Read more here for further details.](#)

New Rules for Fixed Term Contracts: From 6th December 2023 new rules apply to the use of fixed-term contracts. Learn more [at this Fair Work page.](#)

Next BAS due date: The next quarterly BAS for the period **July to September 2023**, is due by **30th October** if you have elected to lodge by paper and are not an active STP reporter, **13th November** if you lodge electronically, or **27th November** if your BAS or Tax Agent lodges on your behalf.

ATO Scam Alert: The ATO is aware of an impersonation email in circulation. This email references ATO security updates and asks recipients to update their multifactor authentication (MFA) by scanning a QR code. This code links to a **fake** myGov sign-in page that is designed to steal myGov sign-in details.

If you or your staff receive this email, do not scan the QR code, click on any links, open any attachments, or download any files. Forward the email to reportscams@ato.gov.au, and then delete it.

The ATO will never send you an email with a QR code or a link to log in to their online services. Visit www.ato.gov.au/scamalerts to find out more.

Issue impacting pay as you go instalment variations

The ATO has advised there may be an issue impacting pay as you go (PAYG) installment variations.

If you have lodged a variation on your activity statement **since 25 August 2023**, please check your activity statement prior to your next lodgment. You may need to complete a new variation on the impacted activity statement.

PayDay Super is Coming: From 1 July 2026, employers will be required to pay their employees' super at the same time as their salary and wages. This will be known as "Payday Super". The ATO is working with industry bodies to co-design the new measure. If you would like to give feedback about Payday Super, [you can do so here](#) up until the 3rd of November 2023.

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Managing MyGovID when Devices are Upgraded or Added

Learn how to set up MyGovID on a new device or if you want to set it up on multiple devices.



Upcoming Changes to Workplace Laws

Fair Work frequently updates payroll rules, and the current situation is no exception. Numerous aspects of payroll have recently changed or will soon change. For more information, please read our blog.



10 Ways Bookkeepers Can Use ChatGPT

AI is here and ChatGPT is here. Read more here about how bookkeepers can use ChatGPT to help run their businesses.



Xero Tips & Tricks

Here is my list of useful tips and tricks that I use when wrangling Xero. I'll try to keep adding new tips etc as I discover them. I hope you find them useful.

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