

# Hubdoc & Xero



# Who are we?

- Carol & Paul Watson
- Upto 31 March 2020 used Quickbooks (offline & on-line)
- During lockdown we adopted Signable; Xero & Hubdock
- Use these for accounting on 5 HMO properties with 33 tenants.

# The 3 stage process

1. Expenses

2. Apply cost centre code

3. Reconcile & Report



Hubdoc


Hubdoc: Document Collection

← → ↺ 🏠

🔒 https://www.hubdoc.com

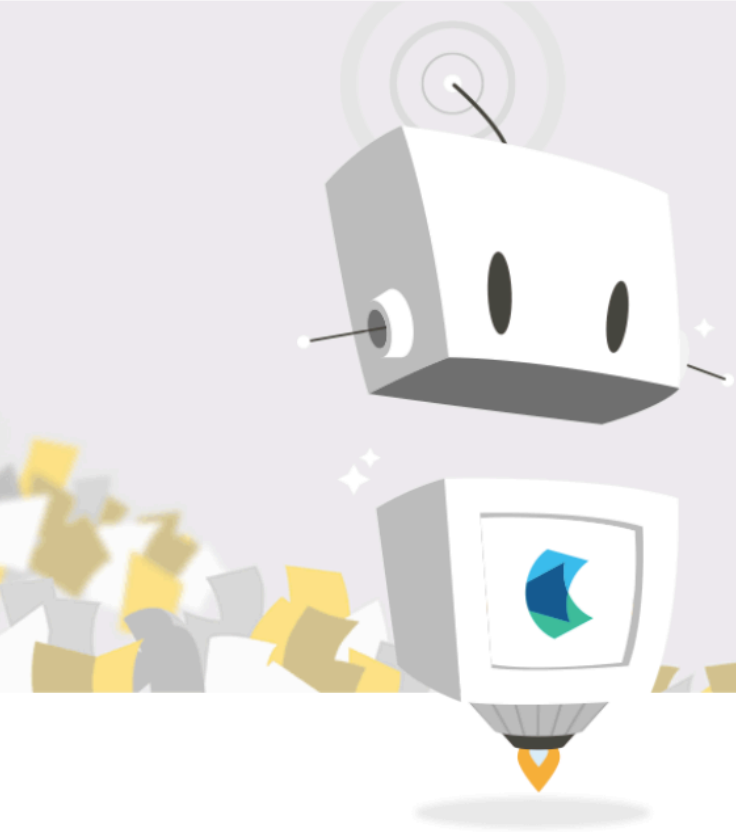
⋮ 🛡️ ☆

📄 📁 📂 📅

Hubdoc  
A XERO PRODUCT

HOW IT WORKS XERO PRICING ACCOUNTANTS & BOOKKEEPERS MORE ▾

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With **Hubdoc**, you can automatically import all your financial documents & export them into data you can use.

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Works with







Available for



⌵

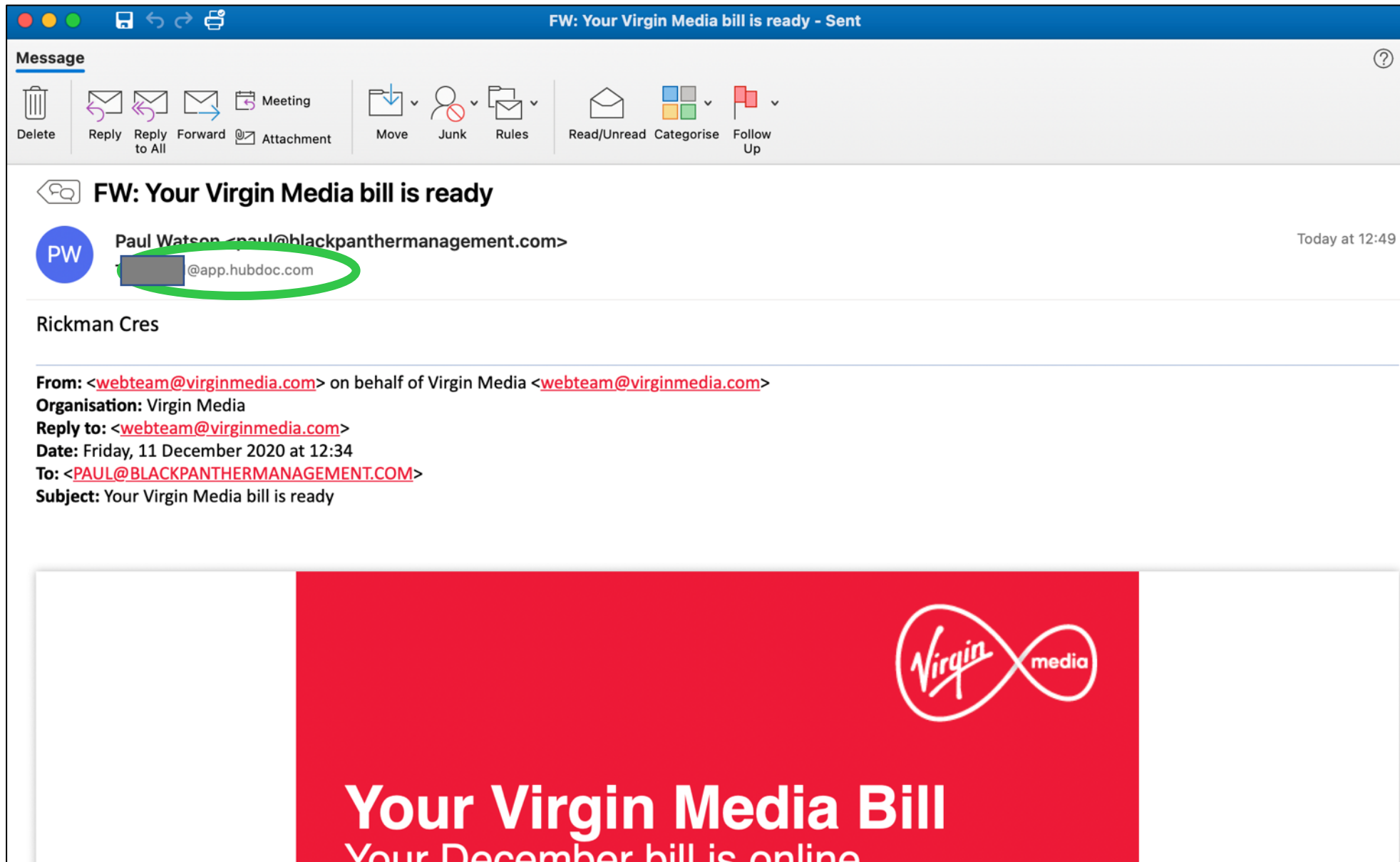
## Organizations

[Add a Client Organization](#)[Manage Practice Users](#)

Name ▼	Docs To Review ⓘ ▼	Status ▼	Practice Users	My Role	Subscription
paul@blackpanthermanagement.com	0			Owner	Free
 6Q Marketing Ltd	2		0	Advisor	Included in Xero
 Black Panther Management	0		0	Advisor	Included in Xero
 Black Panther Property	0		0	Advisor	Included in Xero
 Carol & Paul Watson (Partnership)	0		0	Advisor	Included in Xero









← → ↺ 🏠

🔒 https://app.hubdoc.com/user/853bbd73-1af8-458d-b67b-e6bf30ac1066/

⋮ 📄 ⚙

🔍

📁 Add Account

📄 Upload Document

⚙ 👤 📄

📄 DOCS

Sort By: Upload Date

All Processing Review Failed Archived

📄

Tesco

Date: Oct 20, 2020

£9.96

Due: Oct 20, 2020

✓

📄

Amazon

Date: Oct 22, 2020

£8.98

Due: Oct 22, 2020

✓

📄

Virgin Media

Date: Oct 22, 2020

£57.00

Due: Nov 1, 2020

⚠

📄

Amazon

Date: Oct 21, 2020

£21.99

⚠

📄

247 Blinds

Date: Oct 20, 2020

£158.23

⚠

📄

Tesco

Date: Sep 30, 2020

£3.00

Due: Oct 1, 2020

✓

📄

ASDA

Date: Sep 30, 2020

£21.02

Due: Oct 1, 2020

✓

📄

Woodham Window Clean

Date: Oct 2, 2020

£74.00

Due: Oct 7, 2020

✓

📄 Virgin Media Doc

📄 Add tag

🔍 Zoom Out 🔍 Zoom In ↶ Rotate Left ↷ Rotate Right ↺ Reset

Wingfield

From: <webteam@virginmedia.com> on behalf of Virgin Media <webteam@virginmedia.com>

Organisation: Virgin Media

Reply to: <webteam@virginmedia.com>

Date: Thursday, 22 October 2020 at 12:45

To: <PAUL@BLACKPANTHERMANAGEMENT.COM>

Subject: Your Virgin Media bill is ready

Your Virgin Media Bill

Your October bill is online

Bill date: 21st October

£57.00

Direct Debit date: 6th November

View this bill

You currently have 1 promotional discount saving £15.00 a month

You Are Receiving A Discount That Will End on 07-JAN-22

Your latest Virgin Media bill is now ready and waiting for you online.

Your charges this month include £57.00 for your package. To see the detail behind your charges, please use the 'View this bill' button above and sign in to My Virgin Media.

You've chosen to pay your bill by Direct Debit. There is nothing more for you to do, and we will request £57.00 from your bank or building society on or immediately after 6th November 2020.

Should you need to get in contact with us either online or over the phone, you'll need these details:

Account number: Area reference: Payment reference:

✓ Mark as Paid 📄 Notes 📄 View 📄 Download 🗑 Delete

← Prev Publish & Proceed Next →

Don't want to make changes? Archive instead

TRANSACTION DETAILS

Document Type: Choose

\*Supplier: Virgin Media

Invoice / Ref. #:

\*Date: 22-10-2020

Due Date: 01-11-2020

\*Total Amount: 57.00 GBP

DESTINATIONS

📄 Xero Not Configured

Save configuration Autosync

\*Publish As: Purchase

\*Status: Awaiting Payment

\*Contact: Virgin Media (York Rd) 162446601

Line Items: Single Multiple

\*Account Code: 5060 - Direct costs: Broadband





Hubdoc

https://app.hubdoc.com/user/853bbd73-1af8-458d-b67b-e6bf30ac1066/

Search

Add Account

Upload Document

Docs

Sort By: Upload Date

Amazon\_2020-10-22\_8.98.pdf

Unmark as Paid

Notes

View

Download

Delete

Processing

Review

Failed

Archived

PAID

Tesco

Date: Oct 20, 2020

£9.96

Due: Oct 20, 2020

✓

PAID

Amazon

Date: Oct 22, 2020

£8.98

Due: Oct 22, 2020

✓

Virgin Media

Date: Oct 22, 2020

£57.00

Due: Nov 1, 2020

⚠

Amazon

Date: Oct 21, 2020

£21.99

⚠

247 Blinds

Date: Oct 20, 2020

£158.23

⚠

PAID

Tesco

Date: Sep 30, 2020

£3.00

Due: Oct 1, 2020

✓

PAID

ASDA

Date: Sep 30, 2020

£21.02

Due: Oct 1, 2020

✓

PAID

Woodham Window Clean

Date: Oct 2, 2020

£74.00

Due: Oct 7, 2020

✓

Zoom Out

Zoom In

Rotate Left

Rotate Right

Reset

Jasmine

From: "Amazon.co.uk" <auto-confirm@amazon.co.uk>

Reply to: <no-reply@amazon.co.uk>

Date: Thursday, 22 October 2020 at 17:12

To: <paul@the-watsons.co.uk>

Subject: Your Amazon.co.uk order of "Elliott 45 Litre Laundry..." and 1 more item(s)

Your Orders | Your Account | Amazon.co.uk

Order Confirmation

Order # 202-5833127-6085904

Order # 202-2268607-5265134

Hello,

Thanks for your order. We'll let you know once your item(s) have dispatched. Your estimated delivery date is indicated below. You can view the status of your order or make changes to it by visiting [Your Orders](#) on Amazon.co.uk.

Your purchase has been divided into 2 orders.

Order summary

Order #202-5833127-6085904

Placed on October 22, 2020

Arriving: Friday, October 23

Your delivery option: Premium Delivery

Your delivery preference: Dispatch item(s) as soon as they become available.

Order Details

Your order will be sent to: Paul West Byfleet, Surrey United Kingdom

New Panasonic TV Replacement Remote Control Fit For All Panasonic Smart TV/HD/LCD/LED/MY APPS/NETFLIX/HOME Buttons - No Setup Required N2QAYB000487 N2QAYB000753 N2QAYB000752 Condition: New Sold by: iKingEU Fulfilled by Amazon

Item Subtotal: £7.48

Postage & Packing: £0.00

Total before VAT: £7.48

VAT: £1.50

Order Total: £8.98

Selected Payment Method: Visa

Order #202-2268607-5265134

Placed on October 22, 2020

Arriving: Monday, October 26

Your order will be sent to: Paul

PAID

Prev

Published

Next

Document Type: Payment

\*Supplier: Amazon

Invoice / Ref. #:

\*Date: 22-10-2020

Due Date: 22-10-2020

\*Total Amount: 8.98 GBP

DESTINATIONS

Publish All

xero

Xero

Published on Oct. 26 2020 at 9:49:24 am

paul@blackpanthermanagement.com

ADD NEW INTEGRATIONS

xero

qb

B

S

box

PANTHER

PROPERTY

2020-10-20\_9.96.jpg

2020-10-20\_9.96.jpg

FW: Your Amazon.co.uk order of...

Virgin Media

Date: Oct 22, 2020

£57.00

Due: Nov 1, 2020

Amazon

Date: Oct 21, 2020

£21.99

247 Blinds

Date: Oct 20, 2020

£158.23

Tesco

Date: Sep 30, 2020

£3.00

Due: Oct 1, 2020

ASDA

Date: Sep 30, 2020

£21.02

Due: Oct 1, 2020

Woodham Window Clean

Date: Oct 2, 2020

£74.00

Due: Oct 7, 2020

2020-10-20\_9.96.jpg

TESCO

ADDLESTONE

any questions please visit

www.tesco.com/store-locator

TESCO WIPES

\*

£1.00

REFUSE SACKS

\*

£2.50

REFUSE SACKS

\*

£2.50

DOMESTOS

\*

4 @

£0.99

£3.96

TOTAL

£9.96

Visa Debit SALE

£9.96

AID: A0000000031010

NUMBER \*\*\*\*\*3010 ICC

PAN SEQ NO : 00

AUTH CODE : 046326

MERCHANT : 46201792

CHANGE DUE £0.00

CLUBCARD STATEMENT

Number \*\*\*\*\*94

Prev

Publish & Proceed

Next

Don't want to make changes? **Archive** instead

TRANSACTION DETAILS

☒ Mark as Paid

Document Type:

Payment

\*Supplier:

Choose

Invoice / Ref. #:

\*Date:

20-10-2020

Due Date:

20-10-2020

\*Total Amount:

9.96

GBP

DESTINATIONS

Publish All

xero

Xero

Not Configured

☒ Save configuration 

1

☐ Autosync 

1

\*Publish As:

Purchase

\*Status:

Awaiting Payment

\*Contact:

Tesco

Line Items:

Single


Multiple

\*Account Code:

5080 - Direct costs: Cleaning

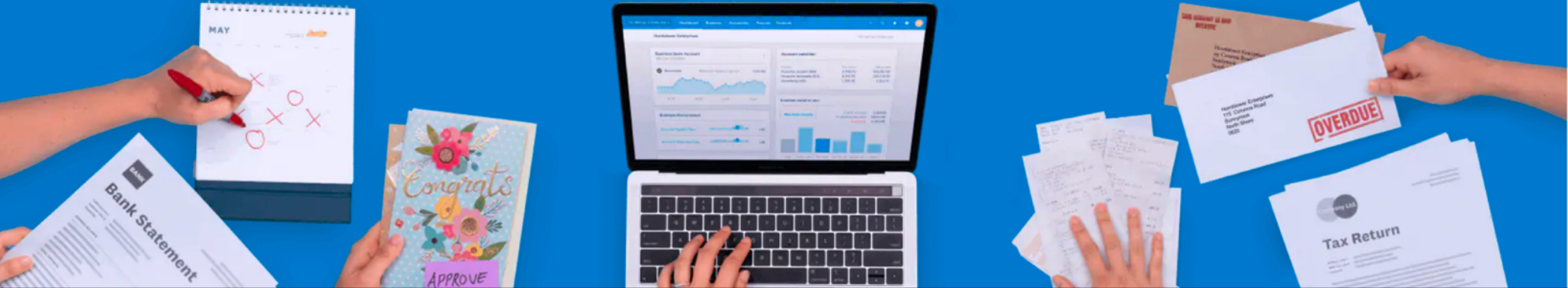
Platinum Property Partners X DAB/DAB+ Digital & FM Radio, X Accounting Software – Do Beau X +

← → ↺ 🏠 <https://www.xero.com/uk/> ... 🛡️ ☆

 Features ▾ Plans For small business ▾ For accountants & bookkeepers ▾ Support ▾ [Try Xero for free](#) [Log in](#)

# Accounting software to do your to-do

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Platinum Property Partners

DAB/DAB+ Digital & FM Radio, |

Xero | Dashboard | Carol & Paul

+

← → ↺ 🏠

https://go.xero.com/dashboard/

... 🛡️ ☆

📱 📅 🗺️ ☰

Carol & Paul Watson (Partnership) ▾ Dashboard Business Accounting Contacts + 🔍 🔔 ? PW

🔍 Search organisations

DC Demo Company

6ML 6Q Marketing Ltd

BPM Black Panther Management

BPP Black Panther Property

+ Add a new organisation

on (Partnership)


Your last login: 14 days ago from United Kingdom

Working Curr

BARCLAYS

Balance in Xero 10,687.53

Statement balance (10 Dec) 10,587.53



15 Nov 22 Nov 29 Nov 6 Dec


Deposit Protection Service

10000001

Why is this different?

Balance in Xero 9,405.00

Statement balance (12 Apr) 6,065.00



15 Nov 22 Nov 29 Nov 6 Dec


Invoices owed to you

New sales invoice

Draft invoices 0.00

1 Awaiting payment 133.87

1 Overdue 133.87



Older 29 Nov-5 Dec This week 13-19 Dec 20-26 Dec Future


Bills you need to pay

New bill

Draft bills 0.00

3 Awaiting payment 4,827.00

1 Overdue 57.00





Black Panther Property ▾

DashboardBusinessAccountingContacts

+

🔍

🔔

?

PW

Black Panther Property

Your last login: 6 days ago from United Kingdom

Barclays Business Banking Curr

20454529856624

Reconcile 60 items

Balance in Xero13,872.54

Statement balance (26 Oct)11,014.00

27 Sep4 Oct11 Oct18 Oct25 Oct

Directors loan (FP)

10000001

Why is this different?

Balance in Xero

Statement balance (5 May)

27 Sep4 Oct11 Oct18 Oct25 Oct

Deposit Protection Service

10000002

Why is this different?

Balance in Xero28,060.00

Statement balance (6 Feb)24,150.00

27 Sep4 Oct11 Oct18 Oct25 Oct

Invoices owed to you

New sales invoice

1 Draft invoice60.00

15 Awaiting payment10,163.87

15 Overdue10,163.87

Older18-24 OctThis week1-7 Nov8-14 NovFuture

Bills you need to pay

New bill

18 Draft bills1,290.76

54 Awaiting payment9,868.17

51 Overdue12,425.73

Older18-24 OctThis week1-7 Nov8-14 NovFuture

BLACK PANTHER

PROPERTY





Income

1 Oct 2020 WOKING BOROUGH COU 00004094... More details		248.00	Options ▾
1 Oct 2020 KANELLOP D O RENT OR-RM7-OK... More details		850.00	Options ▾
1 Oct 2020 J HULME OR RM6 JH STO More details		775.00	Options ▾
1 Oct 2020 Livesley Christoph CHRIS LI... More details		650.00	Options ▾
1 Oct 2020 Reed Matthew MATT REED STO More details		750.00	Options ▾
1 Oct 2020 WETTON AS RENT STO More details		680.00	Options ▾

HMO ▾ Tax Rate ▾ Add details

Match Create Transfer Discuss Find & Match

Who Name of the contact... What Choose the account... ▾

Why Enter a description...

HMO ▾ Tax Rate ▾ Add details

Match Create Transfer Discuss Find & Match

01 Oct 2020  
Orestis Kanellopoulos  
Ref: INV-0091

850.00

Match Create Transfer Discuss Find & Match

01 Oct 2020  
Jenna Hulme  
Ref: INV-0090

775.00

Match Create Transfer Discuss Find & Match

01 Oct 2020  
Chris Livesley  
Ref: INV-0094  
2 Other Possible Matches Found

650.00

Match Create Transfer Discuss Find & Match

01 Oct 2020  
Matthew Reed  
Ref: INV-0086  
1 Other Possible Match Found

750.00

Match Create Transfer Discuss Find & Match

Who Abigale Wetton What 4000 - Sales Rental incd ▾

Why Monthly Rental

1A RC ▾ No VAT ▾ Add details



Bank Accounts > Barclays Business Banking Curr > [Account ID]

BARCLAYS 11,014.00 13,872.54  
Statement Balance Balance in Xero Different balances?  
26 Oct 2020 Reconciliation Report Manage Account

Expenses

What's this?

Reconcile (60) Cash coding Bank statements Account transactions

What's this?

Review your bank statement lines...

	Spent	Received	
			Options
14 Sep 2020 Virgin Media VIRGIN MEDIA PYMTS 11045120...	57.00		OK
More details			
14 Sep 2020 Costco COSTCO WHOLESALE U ON 13 SE...	97.03		OK
More details			
15 Sep 2020 Affinity Water AFFINITY WATER 81393461 DDR	54.43		OK
More details			
15 Sep 2020 Avro Energy AVRO ENERGY LTD AVR1396739 ...	160.00		OK

...then match with your transactions in Xero

	Spent	Received	
			Match Create Transfer Discuss Find & Match
01 Aug 2020 Virgin Media - 69 OR (110451202001) Ref: HD 135460944 3 Other Possible Matches Found	57.00		
13 Sep 2020 Costco Ref: HD 138281744	97.03		
15 Sep 2020 Affinity Water (81393461) - 69OR 1 Other Possible Match Found	54.43		
16 Sep 2020 AVRO ENERGY (1396739) - 69 OR Ref: No Reference 1 Other Possible Match Found	160.00		



Platinum Property Partners

Thank You

New Tab

Xero | Dashboard | Black Panther

← → ↺ 🏠

🔒 https://go.xero.com/Dashboard/

⋮ 🛡️ ☆

Black Panther Property ▾ Dashboard Business Accounting Contacts +

Black Panther Property

Your last login: 2 days ago from United Kingdom

Barclays Business Banking Curr

20454520850624

✓ Reconciled

Find

Account Transactions

New

Reconcile

Bank Feeds

Spend Money

Receive Money

Transfer Money

Reconcile Account

Bank Rules

Reconciliation Report

Import a Statement

Refresh Bank Feed

Deactivate Feed

View Status Updates

Renew Bank Connection

20-26 Dec

27 Dec-2 Jan

Future

Directors loan (FP)

10000001

Why is this different?

Balance in Xero

Statement balance (5 May)

15 Nov

22 Nov

29 Nov

6 Dec

13 Dec

Deposit Protection Service

10000002

Why is this different?

Balance in Xero

Statement balance (31 Mar)

28,510.00

22,150.00

15 Nov

22 Nov

29 Nov

6 Dec

13 Dec

Invoices owed to you

Draft invoices

2 Awaiting payment

Overdue

0.00

5,275.00

0.00

20-26 Dec

27 Dec-2 Jan

Future

Bills you need to pay

New bill

Draft bills

5 Awaiting payment

1 Overdue

0.00

(2,163.56)

57.00

Older

6-12 Dec

This week

20-26 Dec

27 Dec-2 Jan

Future

https://go.xero.com/Bank/BankTransactions.aspx?accountID=EF9C42747DF24B0CA97B89CB317ACF37							
<input type="checkbox"/>	1 Dec 2020	Payment: Abigale Wetton	1553 I INV-0121	780.00	17,379.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Frazer Gander	1548 I INV-0122	685.00	16,599.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Luke Wilson	1520 I INV-0130	600.00	15,914.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Chris Livesley	INV-0125	650.00	15,314.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Will Dyrda	1544 I INV-0123	725.00	14,664.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Woking BC. (409445571) - 69 OR	No Reference	248.00	13,939.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Runnymede Borough Council (Tax)	No Reference	282.00	14,187.25	Bank Feed	Reconciled
<input type="checkbox"/>	1 Dec 2020	Payment: Jelf Insurance / Marsh Insurance	77391754	105.16	14,469.25	Bank Feed	Reconciled
<input type="checkbox"/>	30 Nov 2020	Payment: Petr Paliza	INV-0131	825.00	14,574.41	Bank Feed	Reconciled
<input type="checkbox"/>	30 Nov 2020	Payment: Matthew Reed	INV-0061 I INV-0128	750.00	13,749.41	Bank Feed	Reconciled
<input type="checkbox"/>	30 Nov 2020	Payment: Kent Reliance Bank - Loan 1 (0843388BLA)	No Reference	645.43	12,999.41	Bank Feed	Reconciled
<input type="checkbox"/>	28 Nov 2020	Payment: Jack Moran	1552 I INV-0120	700.00	13,644.84	Bank Feed	Reconciled
<input type="checkbox"/>	26 Nov 2020	Payment: Virgin Media - 1A RC (430922004)	HD 149525345	57.00	12,294.84	Bank Feed	Reconciled
<input type="checkbox"/>	25 Nov 2020	Payment: Tesco Stores	HD 154758888	29.58	12,374.94	Bank Feed	Reconciled
<input type="checkbox"/>	25 Nov 2020	Payment: multiple items		29.58	12,374.94	Bank Feed	Reconciled
<input type="checkbox"/>	25 Nov 2020	Payment: Kent Reliance Bank - Loan 2 - (0847373BLA)	No Reference	981.72	12,404.52	Bank Feed	Reconciled
<input type="checkbox"/>	24 Nov 2020	Payment: AVRO EVERGY (1403971) - 1A RC	No Reference	189.00	13,386.24	Bank Feed	Reconciled
<input type="checkbox"/>	19 Nov 2020	Bank Transfer to Deposit Protection Service.	Zac Bryant	775.00	13,575.24	Bank Feed	Reconciled
<input type="checkbox"/>	17 Nov 2020	Payment: Orestis Kanellopoulos	1551 I INV-0118	85.00	14,350.24	Bank Feed	Reconciled
<input type="checkbox"/>	16 Nov 2020	Payment: AVRO ENERGY (1396739) - 69 OR	No Reference	160.00	14,265.24	Bank Feed	Reconciled
<input type="checkbox"/>	16 Nov 2020	Payment: Affinity Water (81393461) - 69OR		54.43	14,425.24	Bank Feed	Reconciled
<input type="checkbox"/>	16 Nov 2020	Payment: Virgin Media - 69 OR (110451202001)	HD 146751621	57.00	14,479.67	Bank Feed	Reconciled
<input type="checkbox"/>	13 Nov 2020	Zac Bryant		775.00	14,536.67	Bank Feed	Reconciled



**BLACK PANTHER**  
— PROPERTY —

Platinum Property Partners

Thank You

Xero | Bill HD 149525345 | Black Panther Property

← → ↺ 🏠

🔒 https://go.xero.com/AccountsPayable/View.aspx?invoiceID=d6ba88c2-f739-4ff2-9f9e-7d71f5b48957

⋮ 📄 👤

Black Panther Property ▾ Dashboard Business Accounting Contacts + 🔍 🔔 ? PW

[Purchases overview](#) > [Bills to pay](#) >

Bill HD 149525345

Paid [Go to Hubdoc](#)

Print PDF 1 Bill Options ▾

From

Virgin Media - [REDACTED]

Acct: [REDACTED]

[Edit address](#)

Date

10 Nov 2020

Due Date

26 Nov 2020

Reference

HD 149525345

RELATED FILES

Virgin\_Media\_2020-11-10\_57.00.pdf

File uploaded 20 Nov 2020 by Email

+ Add from file library...

+ Upload files...

Total

57.00

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Account	Tax Rate	HMO	Amount GBP
	Virgin Media - 149525345	1.00	57.00	Direct costs	No VAT	1A RC	57.00
	Billable expense for Virgin Media - 1A RC [REDACTED]						
Subtotal							57.00
Total No VAT							0.00
TOTAL							57.00
Less Payment							57.00
26 Nov 2020							
AMOUNT DUE							0.00

History & Notes

Paid by Paul Watson on 7 Dec 2020 at 12:48PM

Payment made to Virgin Media - 1A RC (429922224) on 26 November 2020 for 57.00. This bill has been fully paid.

Platinum Property PartnersThank YouXero | Bill HD 149525345 | Black Panther Property

←→↻🏠https://go.xero.com/AccountsPayable/View.aspx?invoiceID=d6ba88c2-f739-4ff2-9f9e-7d71f5b48957...🔒🌟🔍🔔🔗PW

Black Panther Property ▾DashboardBusinessAccountingContacts

Virgin\_Media\_2020-11-10\_57.00.pdf

📄🔍⬆⬇1 of 2-+Automatic Zoom🖨📄🔖➡

Rickman Cres,

**From:** <webteam@virginmedia.com> on behalf of Virgin Media <webteam@virginmedia.com>  
**Organisation:** Virgin Media  
**Reply to:** <webteam@virginmedia.com>  
**Date:** Tuesday, 10 November 2020 at 18:57  
**To:** <PAUL@BLACKPANTHERMANAGEMENT.COM>  
**Subject:** Your Virgin Media bill is ready

**Your Virgin Media Bill**  
Your November bill is online

Bill date: **9th November**  
**£57.00**  
Direct Debit date: **26th November**  
[View this bill](#)

You currently have 1 promotional discount saving £15.00 a month  
You Are Receiving A Discount That Will End on 07-JAN-22

Your latest Virgin Media bill is now ready and waiting for you online.

Previewing 1 of 1Download

Print PDF📄1Bill Options ▾

Total57.00

+ Upload files...

Amounts are Tax Exclusive

HMO	Amount GBP
1A RC	57.00
Subtotal	57.00
Total No VAT	0.00
<b>TOTAL</b>	<b>57.00</b>
Less <a href="#">Payment</a> 26 Nov 2020	<a href="#">57.00</a>
<b>AMOUNT DUE</b>	<b>0.00</b>

PaidGo to Hub

FromVirgin Media - 1A RC  
Acct:  
[Edit address](#)

Item Code

History & Notes

Paid by Paul Watson on 7 Dec 2020 at 12:48PM  
Payment made to Virgin Media - 1A RC (430922004) on 26 November 2020 for 57.00. This bill has been fully paid.

Show History (4 entries)Add Note

Platinum Property Partners Thank You New Tab Xero | Dashboard | Black Panther

https://go.xero.com/Dashboard/

Black Panther Property Dashboard Business Accounting Contacts

Your last login: 2 days ago from United Kingdom

Black Panther

Bank accounts

Reports

Advanced

★ Reports

Account Transactions

Aged Payables Summary

Aged Receivables Summary

Balance Sheet

VAT Return

★ Advanced

Chart of accounts

Find and recode

Fixed assets

Manual journals

Tracking categories

Barclays Business

20454520850624

✓ Reconciled

15 Nov

14,057.80

13 Dec

Directors loan (F)

10000001

Why is this different?

15 Nov

13 Dec

Deposit Protection Service

10000002

Why is this different?

Balance in Xero 28,510.00

Statement balance (31 Mar) 22,150.00

Invoices owed to you

New sales invoice

Draft invoices 0.00

2 Awaiting payment 5,275.00

Overdue 0.00

Older 6-12 Dec This week 20-26 Dec 27 Dec-2 Jan Future

Bills you need to pay

New bill

Draft bills 0.00

5 Awaiting payment (2,163.56)

1 Overdue 57.00

Older 6-12 Dec This week 20-26 Dec 27 Dec-2 Jan Future

Platinum Property Partners X Thank You X New Tab X Xero | Reports | Black Panther P X +

https://reporting.xero.com/!Z3YT6/summary

Access tools and advice to help your business through COVID-19. [Go to Xero Central](#) X

Black Panther Property ▾ Dashboard Business Accounting Contacts + 🔔 ? PW

Reports Summary Custom Draft Published Filed with HMRC Archived 🔍 Search Reports

### Financial

★ Balance Sheet	New
Budget Manager	
Business Snapshot	
☆ Cash Summary	
☆ Profit and Loss	New
☆ Statement of Cash Flows - Direct Method	New
☆ Statement of Changes in Equity	New
▼ More reports	

### Tax

☆ EC Sales List	New
☆ VAT Reconciliation	
★ VAT Return	

### Accounting

★ Account Transactions	New
------------------------	-----

### Sales

☆ Aged Receivables Detail	New
★ Aged Receivables Summary	New
☆ Customer Invoice Report	
▼ More reports	

### Purchases

☆ Aged Payables Detail	New
★ Aged Payables Summary	New
☆ Billable Expenses - Outstanding	New
☆ Supplier Invoice Report	
▼ More reports	

### Inventory

☆ Inventory Item Summary	New
☆ Sales By Item	
▼ More reports	

Platinum Property Partners

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Access tools and advice to help your business through COVID-19.

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☆ Annual P&L by HMO

Created 27 November 2020

⋮

☆ Monthlt P&L by HMO

Created 27 November 2020

⋮



Profit and Loss				
Black Panther Property				
For the year ended 31 March 2021				
	1A Rick Cres	69 Oriental	UnAllocated	Total
Turnover				
Management of OwnSpace Ltd Properties	-	-	188.87	188.87
Sales Rental income	34,057.72	45,155.40	5,495.00	84,708.12
Management of Carol & Paul Watson (Partnership) Properties	-	-	9,600.00	9,600.00
<b>Total Turnover</b>	<b>34,057.72</b>	<b>45,155.40</b>	<b>15,283.87</b>	<b>94,496.99</b>
<b>Gross Profit</b>	<b>34,057.72</b>	<b>45,155.40</b>	<b>15,283.87</b>	<b>94,496.99</b>
Administrative Costs				
Administrative costs Legal fees	79.20	59.40	-	138.60
Administrative costs Printing & stationery	-	4.59	37.73	42.32
Administrative costs Professional fees	2,175.00	2,307.00	1,655.00	6,137.00
Administrative costs Subscriptions	-	-	265.30	265.30
Advertising and Promotion	101.50	57.50	-	159.00
Advertising and Promotion Website subscriptions	-	-	152.14	152.14
Bank charges	-	-	6.50	6.50
Direct costs Broadband	481.00	637.00	-	1,118.00
Direct costs Cleaning	1,433.94	1,057.66	-	2,491.60
Direct costs Council Tax	2,537.00	2,230.05	-	4,767.05
Direct costs Gardening	256.00	632.00	-	888.00
Direct costs Heat & Light	1,602.00	1,280.00	-	2,882.00

Platinum Property Partners
Thank You
Xero | Monthlt P&L by HMO

https://reporting.xero.com/!Z3YT6/v1/Run/4184764?isCustom=True

## Monthlt P&L by HMO

Date range: Last Month

1 Nov 2020
30 Nov 2020
▼
⚙️

Update

### Profit and Loss

Black Panther Property  
For the month ended 30 November 2020

	1A Rick Cres	69 Oriental	UnAllocated	Total
<b>Turnover</b>				
Sales Rental income	4,625.00	6,068.35	-	10,693.35
<b>Total Turnover</b>	<b>4,625.00</b>	<b>6,068.35</b>	<b>-</b>	<b>10,693.35</b>
<b>Gross Profit</b>	<b>4,625.00</b>	<b>6,068.35</b>	<b>-</b>	<b>10,693.35</b>
<b>Administrative Costs</b>				
Administrative costs Legal fees	-	39.60	-	39.60
Administrative costs Printing & stationery	-	4.59	-	4.59
Administrative costs Professional fees	250.00	250.00	-	500.00
Direct costs Broadband	57.00	57.00	-	114.00
Direct costs Cleaning	175.59	-	-	175.59
Direct costs Council Tax	282.00	248.00	-	530.00
Direct costs Gardening	64.00	32.00	-	96.00
Direct costs Heat & Light	189.00	160.00	-	349.00

# Top Tips

- Property Rental businesses' are simple and much can be automated
- Xero is more intuitive and “intelligent” than Quickbooks.
- Try Hubdock to avoid keeping paper receipts
- The more regularly you login, the faster the process becomes. About 1 hour a week now is enough.

**Any Questions ?**