

XINOWA- USER GUIDE



XINOWA



Table of Contents

1. Foreword	2
2. Extracting Information About Profit and Loss Account: 3	
3. Extract Information About Various Balance Sheet Items: 4	
4. Generating Various Reports.....	5

1. Foreword

Thank you for subscribing to Xinowa.

We built this beautiful application to help you extract information from Xero through WhatsApp without logging into Xero.

Our aim is you can get Financial and Accounting information that you need through WhatsApp in less than 10 seconds without logging into Xero or waiting for your Accountants or Bookkeeper to respond back. With Xinowa you can type few key relevant words and get information from Xero on WhatsApp.

This manual will help you with what all information you can extract from Xero, what you need to type on WhatsApp etc. While the queries we have mentioned are standard, you do not need to type verbatim nor you need to memorize.

Xinowa is built using NLP and will respond based on key words

We hope you enjoy the application and we look forward to hearing from you.

You can reach us at info@xinowa.com or visit www.xinowa.com for more user information



2. Extracting Information About Profit and Loss Account:

What Information you Want ?	Please Type Query	Examples	What Xinowa Provides ?
Sales	Sales/Income/Turnover/ Revenue	Sales for the year Sales for Current Quarter Sales for Current Month etc.	Breakdown of all Sales heads with total amount of income earned in each for the period specified in query.
Direct Cost/Cost of Goods/Direct Purchases	Direct Cost	Direct Cost for previous week/ Direct cost for Previous Year etc.	Breakdown of total Direct cost heads with amount of cost incurred for the specified period in Query.
Overheads	Overheads	Overheads for January 2020/ Overheads for 15th January 2020 etc.	Breakdown of all Overhead costs with total cost incurred for each for specified period in Query.
Specific Income head	Name the income head as mentioned in Xero.	Service Income for April 2019/ Other Income in previous quarter etc.	Total income earned for the specified Income head for specified period in query.
Specific Direct Cost or Overhead expense head	Name the Expenses name as mentioned in Xero. E.g. Insurance or Advertising or Subscription or Payroll cost	Repairs cost for previous week/ Insurance for Previous year etc.	Total cost incurred for the specified Expense head for specified period in query.
Gross Profit	Gross Profit	Gross Profit for current month/ Gross Profit for previous year etc.	Gross Profit or losses incurred for the specified period in in query.
Net Profit	Net Profit	Net profit for February 2020/ Net profit for Current Quarter etc.	Net Profit or losses incurred for the specified period in in query.
Department wise Income	Sales/Income/Turnover/ Revenue for department "Name of Head Department (Tracking category in XERO)"	Service Income for Department A for current week etc.	Breakdown of all Sales heads with total amount of income earned in each head for the specified period for specified department in query.
Department wise Direct Cost/Cost of Goods sold/ Direct Purchases/Overheads	Direct Cost/ Overheads for "Department name"	Direct Purchases for Department B for March 2020	Breakdown of Direct Cost/Overheads with total amount of Expenses incurred for each head for the specified period and for specified department.

3. Extract Information About Various Balance Sheet Items:

What Information you Want ?	Please Type Query	Examples	What Xinowa Provides ?
Fixed Asset Value as per books as on specific Month/Year	Fixed Assets as on "Month" "YYYY" E.g. Current Assets for January 2020	Fixed Assets as on today etc.	Returns the breakdown of Current Assets with value of each head as on month or year specified in query.
Current or Non-Current Liabilities Value as per books as on specific Month/Year	Current Liabilities as on "Month" "YYYY" E.g. Current Liabilities for January 2020	Current Assets as on January 2020 etc.	Returns the breakdown of Current liabilities with value of each head as on month or year specified in query.
Value of any specific Asset or Liability head as on specific Month/Year	"Nominal code name" as on "Month" "YYYY". E.g. Deposits as on January 2020	Advances as on 2019 etc.	Returns of Value of specified Asset or liability head as on Specified Month/Year.
PAYE	PAYE as on "Month" "YYYY" E.g. PAYE as on January 2020	PAYE as on March 2020 etc.	Returns the liability payables as per XERO balance sheet as on specified Month/Year in query.
How much you owe to Customers?	Accounts Receivable	Accounts Receivables	Value of Debtors/Accounts Receivables as per Balance sheet as on date of query
How much Suppliers owes to you?	Accounts Payable	Accounts Payable	Value of Creditors/Accounts Payables as per Balance sheet as on date of query
Bank Balance	Bank balance as on "Month" "YYYY". E.g. Bank balance as on January 2020	Bank Balance as on 30 th September 2019	List of all Banks added to XERO with balances for each as on specified date in query.

4. Generating Various Reports

To get PDF report for	Please Type Query	Examples	What XINOWA Provides ?
Profit and Loss for specified period	Profit and Loss report/P&L Report/P&L Statement	P&L report for January 2019/P&L Statement for the year etc.	Profit and loss statement as per XERO for the period mentioned.
Balance Sheet	Balance Sheet	Balance Sheet as on January 2020	Balance Sheet as on specified month. Balance sheet returns as on end any month/year will only be answered. Balance sheet as on specific day would not be answered by XINOWA.
List of People who owes you money.	Aged Receivables/Debtors	Aged Receivables	List of Customer who owes you money and outstanding amount from them as on the day, in a PDF file.
List of People whom you owe money	Aged Payables/Creditors	Aged Payables	List of Suppliers whom you owe money and outstanding amount to them as on the day, in PDF file.
Statement of Account/Customer outstanding Statement	SOA for "Name of Customer" E.g. SOA for TECHNOVA	SOA for Customer A	Provides detailed list of outstanding Invoices against Customer specified in query as on day in PDF file.
Aged Payables detailed for individual supplier	Aged Payables for "Name of Supplier"	Aged Payables for Supplier B	Provides list of Outstanding Bills to supplier specified in query with details about part payment or credit notes if any as on the day, in PDF file.
Aged Receivables detailed for individual customers	Aged Receivables for "Name of Customer"	Aged Receivables for Customer A	Provide list of outstanding bills from customers specified in query as on the day.
Outstanding Invoices for any customer	Outstanding Invoices for "Name of customer" . E.g. Outstanding Invoices for ABC Limited.	Outstanding Invoices for Customer A	Provides all outstanding Invoices as on date of query against specified customer in query as on the day.