



Customizing reports for better analysis - quick reference guide

Module 1: Introduction

Report for a reason. Through customization of reports, you can “xero” in on what clients need to know about their business’ performance.

Learn to customize reports by creating formulas specific and relevant to your clients, as well as how to use filters and why and finally copying reports to edit and reuse them.

Module 2: Using advanced formulas

Create new groups so you can use them in formulas for analyzing your clients’ business.

New account group

Use the layout editor to first edit the relevant accounts and group them so they can be included in a new formula.

[Group and summarize accounts on new financial reports](#) (Help Center)

[Grouping accounts on reports](#) (Xero TV)

Create an advanced formula > Layout editor > Rows icon > Formula

After grouping the relevant accounts for the new formula in the layout editor, click **Rows > Formula**.

[Create, edit or delete a formula in new financial reports](#) (Help Center)

Add a schedule

Add a schedule to show detail of the accounts that make up a new formula while still leaving the report streamlined and easy to read.

Module 3: Using tracking for detailed analysis

Tracking

Refine and focus reports using tracking. Allocate transactions to different departments or cost centers, to better analyze different areas of a business - Xero’s reports can be filtered by those tracking options to refine and focus reports using tracking.

[Review reports by tracking category](#) (Help Center)

[Using reporting and tracking instead of sub accounts in Xero](#) (Xero TV)

Module 4: Saving time with Copy & Edit

Copy & Edit

Save time by using the Copy & Edit feature to quickly generate new reports for different departments or cost centers from just published reports. This is for the Advisor role only.

Open a published report then use the Copy & Edit button to make a copy of the report. Rename it and make adjustments as needed from Report Settings.

[Copy and edit a published report](#) (Help Center)

Account Transactions report

Right click a transaction you want to investigate to open up the Account Transactions report in a new tab. Easily return to your report and insert a note if you wish on the transaction using the Insert Content button and selecting Text Box.



Customizing reports for better analysis - my notes

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Copy & Edit

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Customizing reports for better analysis - expert tips

Module 2: Using advanced formulas

Tip:

If you want to include an account in any formula, even if it's a single account, you **must** group it or it won't show up in the drop-down menu when you create the formula.

Module 4: Saving time with Copy & Edit

Tip:

If a client has multiple businesses within one business, for example, a storefront, a delivery business and an online store, try creating an Income Statement for one of them, say the storefront, then use Copy & Edit to quickly create an Income Statement for the delivery and online businesses. All you have to do is change the title and switch the tracking categories.

Module 3: Using tracking for detailed analysis

Tip:

Tracking categories are not only great for analyzing how specific parts to a business is functioning (via reports), but can also be used for creating focused budgets.