



WOW Continuity

Business Continuity by WOWzer Technologies

User Guide

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SECTION 1 — INTRODUCTION

What is WOW Continuity?

WOW Continuity is a free desktop application from WOWzer Technologies that gives accounting practices a fully functioning, double-entry general ledger any time they need to operate outside Xero — during a restoration, after a ransomware incident, while data is being recovered, or during a software migration window.

Point WOW Continuity at a Xero JSONL or CSV backup folder and within seconds you have a complete working environment — chart of accounts, contacts, opening balances, organisation details, branding, and full transaction history. From there your team keeps recording invoices, bills, payments, transfers, and journals exactly as they would in Xero, with reports that balance to the cent against the imported source. When Xero is back, export a Xero-compatible CSV bundle and re-import everything.

Fully offline

WOW Continuity requires no internet connection. Your data is stored locally in a SQLite database on your machine and never leaves your computer unless you export it.

What WOW Continuity does

- Imports a Xero backup in JSONL or CSV format — same logic handles both, no conversion needed
- Imports the full chart of accounts, contacts, tax rates, organisation details, branding, opening balances, and historical transactions (tested at 17,000+ line items in under a second)
- Records invoices, bills, payments, bank transactions, transfers, and journal entries while Xero is unavailable
- Continues your invoice numbering from where Xero left off
- Runs a full double-entry accounting engine with AR, AP, tax payable and receivable, payment legs, and inclusive-versus-exclusive tax handling
- Generates Profit & Loss, Balance Sheet, Trial Balance, Aged Receivables, and Aged Payables — all reconciling to within a penny
- Calculates country-aware sales tax returns: BAS (AU), GST (NZ), GST/HST (CA), VAT (UK), Sales Tax (US)
- Supports Australia, New Zealand, Canada (with provinces), the United States (with states), and the United Kingdom
- Handles multi-currency on every transaction type with manual exchange rates
- Auto-detects foreign currency from bank statement descriptions
- Imports bank statement CSV files from any bank



- Codes bank transactions inline and in bulk — apply an account or tax rate to one row or fifty
- Reconciles transactions against your bank statement
- Matches payments to specific bank statement lines
- Manages your chart of accounts — view, add, edit, and auto-creates skeleton bank accounts when transactions reference codes the chart didn't ship
- Imports opening balances and company details from QuickBooks Desktop export folders
- Manages multiple companies in one app — fully isolated continuity sessions
- Attaches PDF or image files to bills
- Prints professional PDF invoices
- Exports Xero-compatible CSVs for every entity type — round-trip safe to Xero's import contract

SECTION 2 — INSTALLATION

Installing WOW Continuity

Choosing the right version

WOW-Continuity-arm64.dmg	Mac — Apple Silicon (M1/M2/M3/M4) — 2020 and newer
WOW-Continuity-x64.dmg	Mac — Intel chip — 2019 and earlier
WOW Continuity Setup.exe	Windows 10 or 11

Not sure which Mac you have? Click the Apple menu → About This Mac. If it says Apple M1/M2/M3/M4, use the arm64 file. If it says Intel, use the x64 file.

Installing on a Mac

1	Download the correct DMG file Download the file that matches your Mac.
2	Open the DMG and drag to Applications Double-click the .dmg, then drag WOW Continuity into the Applications folder.
3	Launch and handle the security warning Open Applications and double-click WOW Continuity. If Mac blocks it, go to System Settings → Privacy & Security → scroll down → click Open Anyway. This only happens once.

Mac Security Warning

WOW Continuity is not yet code-signed. Mac will show a security warning on first launch. Click Done or Cancel (NOT Move to Trash), then go to System Settings → Privacy & Security → Open Anyway. Enter your password if prompted. This step only needs to be done once.

Installing on Windows

1	Download and run the Setup .exe file If Windows shows a blue security screen, click More info → Run anyway.
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2

Follow the installation steps

Click Next through the installer.

3

Launch from Desktop shortcut

Double-click WOW Continuity.

SECTION 3 — GETTING STARTED

Setting Up Your First Company

Create a new continuity session

1	Click + New Company From the Company Home screen.
2	Choose your country Select Australia, New Zealand, Canada (and your province), the United States (and your state), or the United Kingdom. This drives currency defaults, tax rate defaults, and the terminology used throughout the app — BAS, GST, GST/HST, VAT, or Sales Tax.
3	Click Import from Backup Folder Navigate to your Xero or WOW Backup folder (or your QuickBooks Desktop export folder) and click Open.
4	Review the import summary WOW Continuity shows accounts, contacts, tax rates, opening balances, organisation details, and branding found. Per-stage progress is shown as the import runs.
5	Confirm the import Everything loads automatically — chart of accounts, contacts, tax rates, opening balances from the trial balance, and full transaction history (invoices, bills, credit notes, journals, bank transactions, payments).

JSONL or CSV — both supported

WOW Continuity reads .jsonl and .csv backups interchangeably. You don't need to convert files before importing. The same import logic handles either format.

Re-importing is safe

Imports are idempotent. Each Xero source ID is tracked, so re-importing the same backup folder will not duplicate a single record.

Set your starting invoice number

WOW Continuity automatically detects the last invoice number from your imported backup. If you need to set or change it manually:

1	Open invoices.csv from your backup folder Find the InvoiceNumber column and note the last number used — e.g. 1634 or INV-0542.
2	Enter it in WOW Continuity The amber card on the Dashboard prompts for your last invoice number. Type it and the next number is shown automatically.
3	Save All new invoices continue from this number.

Managing companies

- Click Back to Companies in the sidebar to return to the home screen
- Use the search bar to find a company by name
- Hover over a company card and click the trash icon to delete it permanently
- Sessions are persistent — they are never silently deleted

Deleting a company

Permanently removes all transactions, contacts, and records for that session. Cannot be undone.

SECTION 4 — ENTERING TRANSACTIONS

Recording Transactions

Invoices

1	Click Invoices → New Invoice
2	Select the contact and check the invoice number Invoice number auto-populates from your Xero sequence.
3	Add line items Description, quantity, unit price, account code (from your chart of accounts dropdown), tax rate. Tax can be Inclusive, Exclusive, or No Tax.
4	Choose the currency Defaults to your base currency. Switch to a foreign currency and enter the exchange rate to capture multi-currency invoices.
5	Save Draft or Approve

Bills

1	Click Bills → New Bill
2	Select the supplier and fill in details Date, due date, reference, line items.
3	Attach supporting documents Add PDF or image files in the Attachments section. Multiple files per bill are supported.
4	Save Draft or Approve

Pay button — quick payment entry

On any approved invoice or bill, a teal Pay button appears. Clicking it opens the Payments Received or Payments Made form pre-filled with the invoice or bill details.

Bulk approving

- Tick checkboxes next to multiple records
- Click Approve Selected — or click Approve All to approve every draft at once

Approving is permanent

Approved records cannot be changed back to draft.

List screens — pagination and filters

Every list screen (Invoices, Bills, Bank Transactions, Payments, Journals, Contacts) uses server-side pagination so large datasets stay fast. Page size is selectable (25, 50, 100, 250). Use the page input box with Enter to jump to a specific page, or the first/prev/next/last buttons. The footer shows "Showing X–Y of N" so you always know where you are.

SECTION 5 — BANK TRANSACTIONS

Bank Transactions

Entering a bank transaction manually

1	Click Bank Transactions → New Transaction
2	Choose the transaction type Spend (money out), Receive (money in), or Transfer Between Accounts (between your own bank accounts).
3	Single-account or split coding For a single-account transaction, fill in date, description, amount, account code, and tax rate. For a split, click Add Line and code the amount across multiple accounts.
4	For transfers Select the From Account and the To Account.
5	Save

Changing type on an existing transaction

Click the Spend / Receive / Transfer badge on any row in the list to change its type inline — including imported transactions.

Coding bank transactions

- Click the Account Code dropdown on any row to assign an account code — saves immediately
- Select a Tax Rate from the dropdown next to the account code
- Green dot = coded, grey dot = uncoded
- Click Show Uncoded Only to filter to transactions needing coding
- Tick multiple rows and click Code Selected to bulk-code — apply one account and tax rate to fifty rows in a single click
- Filter by bank account using the dropdown above the list (populated from the actual bank accounts in your data)

Auto-created bank accounts

If your imported transactions reference a bank account code that wasn't in your chart of accounts, WOW Continuity automatically creates a skeleton ASSET/BANK account so the transactions can post correctly. These show in the Chart of Accounts with an amber "auto" badge — open them and rename or recode as needed.

Accepting transactions

Once a bank transaction is coded and reviewed, click the green circle ✓ button on the far right of the row to mark it as accepted. Accepted transactions move out of the main list and into the Reconciliation screen.

- Click Show Accepted (X) above the list to see accepted transactions
- Click the green circle again to un-accept and return it to the main list
- The Reconciled-in-Xero column is informational — it shows the source-side reconciled flag from your imported backup, separate from acceptance in WOW Continuity

Importing a bank statement CSV

1	Download a CSV from your bank website Log in and export transactions as CSV.
2	Click Import Bank Statement In the Bank Transactions screen.
3	Map the columns Tell WOW Continuity which column is Date, Description, and Amount. Select the date format your bank uses.
4	Review the preview Foreign currency transactions show their currency code and original amount (e.g. JPY 8,980.00).
5	Click Import All

Foreign currency auto-detection

WOW Continuity detects descriptions like "NARITA AIRPORT 8980.00 JPY @ .008930" and extracts the currency, rate, and original amount automatically.

No false duplicates

Each CSV row is treated as unique based on its row position. Five identical transactions on the same date all import correctly. Re-importing the same file skips already-imported rows.

Deleting imported transactions

- Trash icon at the end of each row deletes a single transaction
- Clear Imported (X) button deletes all imported transactions — manually entered ones are unaffected

Matching payments to bank statement lines

1	Open a Payment Received or Payment Made form Or click the Pay button on an approved invoice or bill.
2	Click "Find Matching Bank Transaction" A modal opens showing unmatched bank transactions.
3	Select the matching bank line Green badges show amount matches. Select the correct row.
4	Confirm The bank transaction is marked as cleared and moves to the Reconciliation screen.

Multiple payments per invoice

An invoice can have multiple payments matched to different bank lines — for example a \$1,000 invoice paid as \$600 and \$400 from two separate bank deposits. Create a separate payment for each instalment.

One bank line per payment

Each bank transaction can only be matched to one payment. If a single bank deposit covers multiple invoices, create a separate payment for each invoice amount and match each to its bank line.

SECTION 6 — RECONCILIATION

Reconciling Bank Transactions

The Reconciliation screen shows all accepted bank transactions — those you have marked as done using the green circle button. Use it to verify your records match your bank statement.

1	Click Reconciliation in the left sidebar
2	Select a bank account and enter statement details Opening Balance, Closing Balance, and Statement Date from your bank statement.
3	Review accepted transactions All transactions marked as accepted appear here with their Cleared checkbox ticked.
4	Watch the difference When Difference shows \$0.00 in green, your records match the bank statement.
5	Save the reconciliation Click Save Reconciliation to record the date and closing balance.

Undo an accepted transaction

Uncheck a transaction in the Reconciliation screen to return it to the Bank Transactions list. A toast confirms "Transaction returned to Bank Transactions".

Show All toggle

Click Show All on the Reconciliation screen to also see uncleared transactions — useful for checking what has not yet been accepted.

SECTION 7 — MULTICURRENCY

Recording Foreign Currency Transactions

WOW Continuity supports multicurrency on every transaction type — invoices, bills, credit notes, payments, bank transactions, and journals. You enter the exchange rate manually and the base currency amount calculates automatically. Both the foreign and base currency amounts are stored on every transaction.

1	Open any transaction form Invoice, Bill, Credit Note, Payment, Journal, or Bank Transaction.
2	Change the currency Click the currency dropdown next to the Amount field and select the foreign currency.
3	Enter the amount and exchange rate The base currency amount calculates automatically. Exchange rates starting with a decimal are supported — e.g. .008930 for JPY.
4	Save Both the foreign and base currency amounts are stored.

Bank statement imports automatically detect foreign currency from descriptions like "NARITA AIRPORT 8980.00 JPY @ .008930" and populate the CCY column with JPY 8,980.00.

SECTION 8 — CHART OF ACCOUNTS

Managing Your Chart of Accounts

The Chart of Accounts screen shows all accounts imported from your backup folder, grouped by class — Revenue, Expense, Asset, Liability, Equity. You can also add accounts manually.

Viewing accounts

- Click Chart of Accounts in the sidebar
- Accounts are grouped by class: Revenue, Expense, Asset, Liability, Equity
- Search by code or name using the search bar
- Lock icons on imported accounts — these are read-only
- Amber "auto" badges identify bank accounts that WOW Continuity created automatically because imported transactions referenced codes the chart didn't ship — review and rename these as needed

Adding a new account

1	Click + Add Account
2	Fill in the account details Code, Name, Type (SALES / EXPENSE / BANK / CURRENT / etc.), Tax Type.
3	Save The new account appears in the list and in all account code dropdowns throughout the app.

Editing or deleting a manually added account

- Pencil icon to edit a manually added account
- Trash icon to delete — only available on manually added accounts
- Imported accounts cannot be edited — re-import your backup folder to update them

SECTION 9 — OPENING BALANCES

Opening Balances

Opening balances are imported automatically from your backup folder. They represent the financial position of the company at the date of the trial balance — this becomes the starting point for all financial reports.

Importing opening balances from a Xero backup

1	Import your backup folder When setting up a new company, import the Xero or WOW Backup folder. The trial balance is imported automatically as opening balances per account, dated as-at the export date.
2	If already set up — use Re-import Click Opening Balances in the sidebar. If no balances are shown, click Re-import from Backup Folder.
3	Review the balances Accounts are grouped by Revenue, Expenses, Assets, Liabilities, and Equity with debit/credit/balance columns.

Trial balance date

The opening balance date (e.g. "As at 31 October 2025") comes from the trial balance file. All financial reports use this as the starting point and add continuity period activity on top.

Out of balance by \$0.01

A \$0.01 rounding difference is normal and appears in many Xero trial balances. It does not affect reporting accuracy.

Adding balances manually

- Click + Add Account to manually enter an opening balance for an account not in the trial balance
- Manually entered balances show with a pencil icon
- Edit or delete manually entered balances at any time

SECTION 10 — QUICKBOOKS DESKTOP IMPORT

Importing from QuickBooks Desktop

WOW Continuity recognises QuickBooks Desktop export folders alongside Xero backups. When you point WOW Continuity at a QBD export folder, it detects the format automatically by looking for Account.json and Company.json, then pulls in your opening balances and company details.

What gets imported from a QBD folder

- Opening balances from Account.json (parsed from QBXMLMsgsRs.AccountQueryRs.AccountRet)
- Inactive accounts and zero balances are automatically skipped
- QB account names are matched to your chart of accounts (case-insensitive full-name then leaf-name lookup)
- Balanced opening balance rows are inserted with the correct debit or credit on each account's natural side
- Company details from Company.json — legal name, address, phone, email, and fiscal year start

How to import

1	Click + New Company From the Company Home screen.
2	Choose your country Select your country and tax jurisdiction.
3	Click Import from Backup Folder Navigate to your QuickBooks Desktop export folder (the one containing Account.json and Company.json) and click Open.
4	Review the import summary WOW Continuity detects the QBD format and shows the accounts, opening balances, and company details it found.
5	Confirm Opening balances and company details are loaded.

 **Transactional QBD import**



Opening balance import from QuickBooks Desktop is supported today. Full transactional import (Invoice.json, Bill.json, Check.json, CreditCardCharge.json, JournalEntry.json) is on the roadmap. In the meantime, transactions can be entered manually or imported from a bank statement CSV.

SECTION 11 — JOURNAL ENTRIES

Journal Entries

Use journal entries for manual adjusting entries — depreciation, accruals, corrections, and any entries that do not fit into invoices, bills, or bank transactions.

1	Click Journal Entries → New Journal Entry
2	Fill in the header Journal number (auto JE-0001), date, description, reference.
3	Add line items Click + Add Line. Each line has an account code (searchable dropdown), description, debit amount, credit amount, and tax type.
4	Check the balance Total Debits must equal Total Credits. A red warning appears if the journal is out of balance — you cannot approve an unbalanced journal.
5	Save Draft or Approve

Journals must balance

Every journal entry must have equal total debits and credits before it can be approved. This is a fundamental double-entry accounting requirement.

Bulk approve

Use the same checkbox and Approve All pattern as invoices and bills to approve multiple journal entries at once.

SECTION 12 — CREDIT NOTES

Credit Notes

Credit notes are imported and stored alongside invoices and bills. WOW Continuity handles both types — sales credit notes (ACCRECCREDIT) issued to customers, and purchase credit notes (ACCPAYCREDIT) received from suppliers.

What's supported today

- Sales and purchase credit notes are fully imported from Xero JSONL or CSV backups, including line items, tax, and currency
- Credit notes are included in the accounting engine — they post correctly to AR / AP and tax accounts
- Credit notes appear in financial reports (P&L, Balance Sheet, Trial Balance) and in Aged Receivables / Aged Payables
- Credit notes are exported in the Xero-compatible CSV bundle when you push back to Xero

On the roadmap

A dedicated Credit Notes user interface (list, detail, and entry forms for creating credit notes manually during the continuity period) is in development and will ship in a future version. In the meantime, imported credit notes work correctly throughout the app — only manual creation of new credit notes inside WOW Continuity is unavailable.

Workaround for new credit notes

If you need to issue a new credit note during the continuity period, record it as a journal entry against the relevant AR / AP and revenue / expense accounts. When you re-import to Xero, replace the journal entry with a proper credit note in Xero.

SECTION 13 — SALES TAX RETURNS

Sales Tax Returns

WOW Continuity calculates a sales tax return for the period based on all approved transactions in the session. The screen and terminology adapt to the country you selected when you set up the company:

Australia	BAS — G1 Total Sales, G2, G3, G10, G11 Purchases, 1A GST on Sales, 1B GST on Purchases, Net GST
New Zealand	GST Return — Box 5, 6, 8, 9, Net GST
Canada	GST/HST Return — Line 101, 103, 106, 109 (with a note on provincial PST/QST being filed separately)
United Kingdom	VAT Return — Box 1–9 in HMRC format (with a note on Making Tax Digital requirements)
United States	Sales Tax Summary — informational, with a note about state-specific filing tools

- 1

Click Sales Tax Return in the sidebar
The label reflects your country — BAS, GST, GST/HST, VAT, or Sales Tax.
- 2

Set the period
Enter the From and To dates.
- 3

Click Calculate
- 4

Review the results
The form shows the relevant boxes and lines for your jurisdiction, with figures pulled from approved transactions in the period.
- 5

Export PDF if needed
All sales tax returns can be exported as a branded PDF.

Only approved transactions are included
Draft invoices and bills are excluded from the sales tax calculation. Approve all relevant transactions before calculating.



⚠ Tax codes matter

Tax amounts are calculated from the tax_amount field on invoice and bill line items. Make sure your line items have the correct tax rate selected when entering transactions.

SECTION 14 — FINANCIAL REPORTS

Financial Reports

WOW Continuity generates five financial reports built on a runtime double-entry accounting engine. Reports use your opening balances plus all approved transactions during the continuity period. All reports support PDF export with company branding.

Opening balances required

Financial reports require opening balances to be imported first. Click Opening Balances in the sidebar and import your backup folder if not yet done.

Reports balance to the cent

Trial Balance, Balance Sheet, and Profit & Loss reconcile to within a penny on real-world data — tested at 17,000+ line items. Each report has a Report Settings disclosure showing the resolved AR, AP, and Tax accounts plus diagnostics for any unmapped codes.

Profit & Loss

Shows revenue and expenses for a date range, with opening balance, period activity, and closing balance columns for each account. Net Profit or Loss is shown in green or red at the bottom.

1	Click Profit & Loss in the Reports section of the sidebar
2	Set the date range Defaults to session start to today.
3	Click Generate Report Revenue and expense accounts appear grouped with subtotals.
4	Click Export PDF to save

Balance Sheet

Shows Assets, Liabilities, and Equity at a specific date. Assets should equal Liabilities plus Equity — a green "Balanced" or red "Out of balance" indicator shows the status. An Unmapped Accounts section surfaces any chart-completeness gaps.

1	Click Balance Sheet in the sidebar
2	Set the as-at date Defaults to today.
3	Click Generate Report
4	Export PDF if needed

Trial Balance

Shows opening Dr/Cr, period Dr/Cr, and closing Dr/Cr per account, grouped by class (Assets, Liabilities, Equity, Revenue, Expenses). Trial Balance always reconciles to the Balance Sheet to the cent — a useful audit checkpoint at any moment in the continuity period.

1	Click Trial Balance in the sidebar
2	Set the date range
3	Click Generate Report
4	Export PDF if needed

Aged Receivables

Shows all outstanding approved invoices grouped into ageing buckets: Current (not yet due), 1–30 days, 31–60 days, 61–90 days, and 90+ days overdue. Partial payments are handled correctly. Use this to identify which clients owe money and how long their invoices have been outstanding.

1	Click Aged Receivables in the sidebar
2	Set the as-at date
3	Click Generate Report Invoices appear by contact with ageing bucket amounts.

4	Export PDF for collections follow-up
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Aged Payables

Same structure as Aged Receivables but for outstanding approved bills — showing which suppliers you owe money to and for how long.

1	Click Aged Payables in the sidebar
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2	Set the as-at date and generate
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3	Export PDF if needed
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SECTION 15 — PDF INVOICES AND BILL ATTACHMENTS

Printing Invoices as PDF

1	Open an invoice and click Print / Save as PDF Top right of the invoice detail screen.
2	Choose a save location
3	Email the PDF to your client Account codes do not appear on the printed invoice.

Attaching Files to Bills

1	Open or create a bill
2	Scroll to the Attachments section
3	Click Add Attachment Supports PDF, JPG, PNG, GIF, WEBP. Multiple files per bill.

After restoration

Bill attachments are in the export zip under bill_attachments. After importing bills into Xero, manually upload each attachment to the corresponding bill.

SECTION 16 — EXPORTING AND IMPORTING BACK INTO XERO

Exporting Your Records

When Xero is back online, WOW Continuity exports a Xero-compatible CSV bundle covering every entity type. Tax type strings, line groupings, and date formats are preserved to Xero's import contract — a round-trip-safe handover.

- 1 Click Export All on the Dashboard**
- 2 Choose a save location and unzip the file**

The export contains: invoices.csv, bills.csv, credit_notes.csv, payments_received.csv, payments_made.csv, bank_transactions.csv, contacts.csv, journals.csv, opening_balances.csv, audit_log.csv, and a bill_attachments folder.

Multi-line bank transactions

Bank transactions with split coding emit one CSV row per line with shared header fields, so Xero's importer groups them correctly back into single multi-line transactions.

Date formats

All dates are exported in DD/MM/YYYY format per Xero's import contract.

Import into Xero in this order

- 1 Contacts**
Xero → Contacts → Import → upload contacts.csv
- 2 Invoices**
Xero → Business → Invoices → Import → upload invoices.csv
- 3 Bills**
Xero → Business → Bills to Pay → Import → upload bills.csv
- 4 Credit Notes**
Xero → Business → Invoices / Bills → Import credit notes from credit_notes.csv

5	Bank Transactions Xero → Accounting → Bank Accounts → Import a Statement → upload bank_transactions.csv
6	Journal Entries Xero → Accounting → Manual Journals → Import → upload journals.csv
7	Payments Enter manually in Xero using the payments CSVs as reference
8	Bill Attachments Manually upload from the bill_attachments folder to each bill in Xero

 **Check for duplicates**

Before importing, confirm the transactions do not already exist in your restored Xero organisation.

SECTION 17 — TROUBLESHOOTING

Common Questions

The app will not open on Mac

System Settings → Privacy & Security → scroll down → Open Anyway. One-time step only.

The app will not open on Windows

Click More info → Run anyway on the blue Windows protected your PC screen.

Opening balances not showing

Click Opening Balances in the sidebar. If no data appears, click Re-import from Backup Folder. Make sure your backup folder contains trial_balance.jsonl (Xero) or Account.json (QuickBooks Desktop).

Chart of Accounts showing 0 accounts

Import a backup folder first. Accounts are loaded from the accounts.csv (Xero) or Account.json (QBD) in that folder.

Sales Tax Return showing \$0.00

Make sure your invoices and bills are Approved — Draft records are excluded. Also check that the date range covers your transactions. If a yellow warning appears saying "no approved invoices found", approve your invoices from the Invoices list first.

Balance Sheet is out of balance

This is normal during a continuity period when not all transactions have been entered. As you code and approve more transactions, the difference reduces. Check the Report Settings disclosure on the report — it lists any unmapped account codes that may be causing the imbalance.

Bank account I expected isn't in my chart

If a bank transaction referenced a code that wasn't in your chart, WOW Continuity auto-creates a skeleton ASSET/BANK account with an amber "auto" badge. Open Chart of Accounts and rename it as needed.

Invoice number not continuing from Xero

WOW Continuity auto-detects the last invoice number from your imported backup. If it didn't, click the yellow warning card on the Dashboard and enter your last Xero invoice number. Find it in invoices.csv in your backup folder — look at the InvoiceNumber column.

Bank statement showing too many foreign currency transactions

WOW Continuity uses a whitelist of known currency codes to filter out false matches from province codes like NS, BC, ON. If a transaction is incorrectly flagged, you can ignore the CCY column for that row.

Journal will not approve



Journals must balance — total debits must equal total credits. Check the red out-of-balance warning and adjust your line items until the difference is \$0.00.

Re-importing the same backup — will it duplicate?

No. Imports are idempotent. Each Xero source ID (xero_invoice_id, xero_bill_id, etc.) is tracked, so re-importing the same backup folder will skip records already imported.

I need help

Email: info@wowzer.tech | Website: wowzer.tech

SECTION 18 — QUICK REFERENCE

Quick Reference

Transaction types

Invoice	Client owes you money → Business → Invoices
Bill	You owe a supplier → Business → Bills to Pay
Credit Note	Sales or purchase credit — imported and posted; UI for new credit notes coming
Payment Received	Client paid an invoice → Invoice → Add Payment
Payment Made	You paid a supplier bill → Bill → Add Payment
Bank Transaction	Other bank movements → Accounting → Bank Accounts
Transfer	Money between your own accounts → Accounting → Bank → Transfer
Journal Entry	Adjusting entries → Accounting → Manual Journals
Import Bank Statement	Load from bank CSV → Bank Transactions → Import

Sidebar navigation

Invoices	Sales invoices to clients
Bills	Supplier invoices you need to pay
Payments Received	Payments from clients
Payments Made	Payments to suppliers
Bank Transactions	Bank statement lines — code, reconcile, accept
Import Transactions	Import journal history from backup folder
Reconciliation	Accepted transactions — verify against bank statement
Contacts	Clients and suppliers
Audit Log	Complete record of all actions

Opening Balances	Trial balance from backup — starting position
Chart of Accounts	View and manage account codes
Journal Entries	Manual adjusting entries
Sales Tax Return	BAS / GST / GST-HST / VAT / Sales Tax for the period
Profit & Loss	Revenue minus expenses for a date range
Balance Sheet	Assets, liabilities, equity at a date
Trial Balance	Opening, period, and closing balances per account
Aged Receivables	Outstanding client invoices by age
Aged Payables	Outstanding supplier bills by age

Country and tax terminology

Australia	BAS — Business Activity Statement
New Zealand	GST Return
Canada	GST/HST Return (with provincial selection)
United Kingdom	VAT Return (HMRC format)
United States	Sales Tax Summary (with state selection)

Xero import order

1. Contacts
2. Invoices
3. Bills
4. Credit Notes
5. Bank Transactions
6. Journal Entries
7. Payments (manual in Xero)
8. Bill Attachments (manual in Xero)

Mac version guide

- Apple M1/M2/M3/M4 → arm64 DMG
- Intel Mac → x64 DMG
- Not sure? Apple menu → About This Mac



Support

Email: info@wowzer.tech

Website: wowzer.tech

WOW Backup & Restore: wowbackupandrestore.com