

# Everyday business tasks made easy

Xero is Britain's leading online accounting software, helping thousands of small UK businesses run their accounts in the cloud and operate more efficiently. It gives you the tools to take care of your numbers, saving you time on mundane tasks and allowing you to focus on growing your business.

## Let's get you started

We recommend Xero because it's smart, intuitive to use and can make your life a lot easier — and we're here to make your transition to Xero go as smoothly as possible.



# How Xero can make your life easier



## Easy invoicing

Convert online quotes into invoices or create a new invoice and email it to your customer. You'll see if they've opened it – and they can pay online.



## Get paid faster

Use Xero to chase unpaid invoices by setting up automated invoice reminders. Xero emails a customer when an invoice is overdue.



## Automatic bank feeds

There's no need to import bank statements – just connect your bank and have them import daily.



## Connect other apps to Xero

From point of sale to getting paid faster, over 900 trusted apps work with Xero, providing better business insights.



## Choose Xero add-ons

Add options like Xero Expenses for streamlined expense claims, Xero Projects for tracking job costs and time, or Xero Payroll for managing employee pay, leave, tax and more.



## Be Making Tax Digital compliant

Xero has worked closely with HMRC since the announcement of Making Tax Digital for VAT so you can keep digital records and file returns directly online – quickly and easily.



## Use Xero as your online filing system

Store your key business documents in the file library, so all your records are backed up, shared with your accountant and stored online for easy reference – keeping compliant records.



## Have confidence in your numbers

With your data protected and stored securely in Xero, it's easy to get real-time insights into how your business is performing by viewing your dashboard and using customisable reports.



## Xero mobile app – available whenever you are

Download the Xero mobile app to carry out accounting tasks like invoicing anywhere, and minimise time in the office on admin. It's available whenever you want, wherever you are, on any device.



## Unlimited access

Collaboration is one of the fundamental elements when working on the cloud, being able to access anywhere and everywhere and collaborate in real time with your staff and accountant.

**As you can see, Xero has many features to make running your business easier, from automating time-consuming tasks and improving communication to getting you paid faster and giving you greater financial visibility. Making the move is easy, too.**

**Get in touch to find out how to get started.**