

mini ↘
A SLICK GUIDE TO ...

XERO





What is Xero?

Xero is an accounting software that moves your finances to the cloud and uses thousands (yes, thousands!) of apps to enhance your experience.

However, even without apps, Xero boasts a variety of features including bill payments, VAT returns, claiming expenses, connecting to banks, tracking projects, and handling your payroll.

We could go on about all of their features so make sure to check their website for more information!

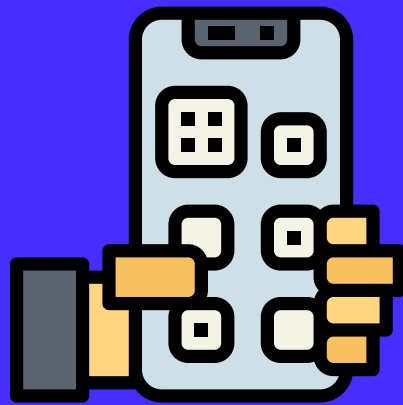


BENEFITS



Accessibility

Because Xero is on the cloud, you never have to worry about losing paperwork again! All of your finances will be in one place, accessible anytime, anywhere.



Apps, apps, apps!

Xero has thousands of add-ons in the Xero App Marketplace which customise your cloud experience to suit your business.



Certification

Xero offers online courses explaining all of their features and functions in-depth, while also providing certifications to those who want to become approved Xero Advisors.



XERO INTEGRATION

1 BALANCE SET-UP

After logging in, enter your **conversion balances** (aka opening balances).

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2 PAYMENT TERMS

Specify your **standard payment terms** to appear on invoices you send.

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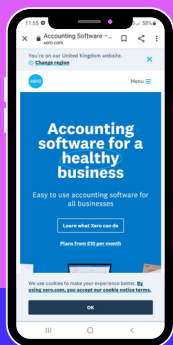
3 ADD YOUR TEAM

Xero allows you to add colleagues to your **organisation** with varying levels of access.

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4 BANK CONNECTION

Set up a **bank feed** to connect your bank to Xero. This will automatically import statements.



FIND THE FULL
TUTORIAL ON THE
XERO WEBSITE





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