

Everyday business tasks made easy

Xero helps small businesses thrive worldwide by automating many day-to-day tasks and keeping you in control of your cash flow without the guesswork. By using Xero you'll save time on mundane tasks and have more time to focus on growing your business.

Let's get you started



We recommend Xero because it's smart, intuitive to use and will save your business time managing finances — and we're here to make your transition to Xero go as smoothly as possible.



**STACK
& JONES**
ACCOUNTANTS & BUSINESS ADVISORS



How using Xero can support your business

Nail your invoicing process to get paid faster and save time

✔ Give your invoices the professional look

Easily set up one or more invoice templates for your small business that include your logo, business name, contact details, payment terms and a standard message.

✔ Streamline your quote to invoice process

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.

✔ Take the hassle out of chasing payments with automatic invoice reminders

Use Xero to chase unpaid invoices. Reminders will be sent 7, 14 and 21 days after each invoice due date. You can customise or delete these reminders to suit your business, from personalising the reminder email to changing when it is sent.

✔ Give your customers more ways to pay with online invoice payments

With online payment service providers like Stripe or GoCardless, you'll be able to let customers pay the way they want to via debit card, credit card, direct debit (via Go Cardless or Stripe), Google Pay or Apple Pay. This increases the likelihood of getting paid on time, and reduces the time you spend chasing payments.

Have the information you need at your fingertips

✔ Understand and have confidence in your numbers

Your online accounting dashboard lets you see how your business is performing at a glance. Charts and graphs show your cash flow, bank balances and more.

✔ Xero mobile app – available whenever you are

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

✔ Collaborate with your staff and accountant

When working on the cloud, you'll be able to access financial information anywhere and everywhere so you can collaborate in real time with your staff and accountant.

✔ 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.

Automate manual data entry

✔ Automatic bank feeds

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

✔ Automate data capture with Hubdoc

Rather than manually keying in information, capture data from bills and receipts by simply taking a photo with Hubdoc with key data uploaded into Xero automatically.

Customisable to meet your business needs

✔ Connect other apps to Xero

From point of sale to payment services, Xero seamlessly integrates with over 1000 apps helping provide better business insights.

✔ Add-ons available to suit your business

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.

➔ 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.](#)