



# Xero Online Accounting provided by BT

## Overview:

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Xero is an online accounting system that gives you and your trusted advisers easy access to your bank transactions, invoices, reports and VAT – anytime and anywhere in the world.

Users are invited to take a free 30 day trial where they can test and use the full product and then decide whether the solution is suited to their business needs. Please note Xero is currently in beta trial and is not yet a fully launched product

## Benefits of Xero Online Accounting:

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- Real-time, on-line and in control
- A summary of all your bank accounts' details and balances
- Quickly see how much money you have coming in and going out
- A watch list of your favourite accounts to monitor
- See outstanding staff expense claims
- The ability to drill down to see transaction details
- Everything you need at the click of a button

## Banking and billing with ease:

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Quickly create invoices. Xero's intuitive invoice entry means you can enter your invoices quickly and efficiently, regardless of whether you are creating an invoice for a single item or multiple items:

- Create a schedule to automatically generate invoices on a regular basis – save having to enter the invoice manually every month
- Email invoices to your customers directly from within Xero. You can also choose to have a copy of the invoice emailed to yourself
- Import your bank statements
- Easy bank reconciliation

## Your contacts and reports:

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Manage debtors, VAT and all your business requirements in one easy system:

- Calculating a VAT Return is a simple matter of picking your dates
- Store a snapshot of all the data related to your reports
- Export to Microsoft® Excel with proper cell formatting and formulas
- Create a comprehensive Management Report in one click
- Real-time information
- See who owes you what
- Contacts' details include the amount owing to or from them (if any)

## Xero is wherever you are:

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- Xero is web-based so you can work where you want, when you want
- Have as many users as you like for no extra cost
- All software updates and new features are automatic and available next time you log in
- Your accounting information is securely stored on our servers and is automatically backed up
- 24/7 access from any internet connection in the world
- Unlimited users – you control who has access and what they see
- Works on PCs, Macs and mobile
- Xero is web based and can be accessed from any Internet connection through your web browser – no additional software required
- Xero requires no installation, manual backups or maintenance. You can focus on using Xero, not maintaining it

## Make the switch:

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Xero makes accounting easy. Make the switch now and start to take control of your business finances:

- Free online support from the Xero Customer Care Team
- Xero is online accounting software that gives you and your advisors easy access to your bank transactions, invoices, reports, even your VAT, anytime you need it, and from anywhere in the world
- Unlike desktop applications, data isn't stored on your computer, so your data isn't compromised if it is lost or stolen
- Because a Xero subscription includes unlimited users for real time collaboration, simply invite in those you want to share your business information with. This eliminates emailing or sending around vital data on disc insecurely
- Import data easily from your old system

## Price:

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For a monthly fee of £19 (excl. VAT), Xero includes:

- Unlimited users
- Unlimited transactions
- Unlimited Help Centre
- Inclusive Customer Care

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## Further information:

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Please visit: [www.bt.com/xero](http://www.bt.com/xero)

### Offices Worldwide

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