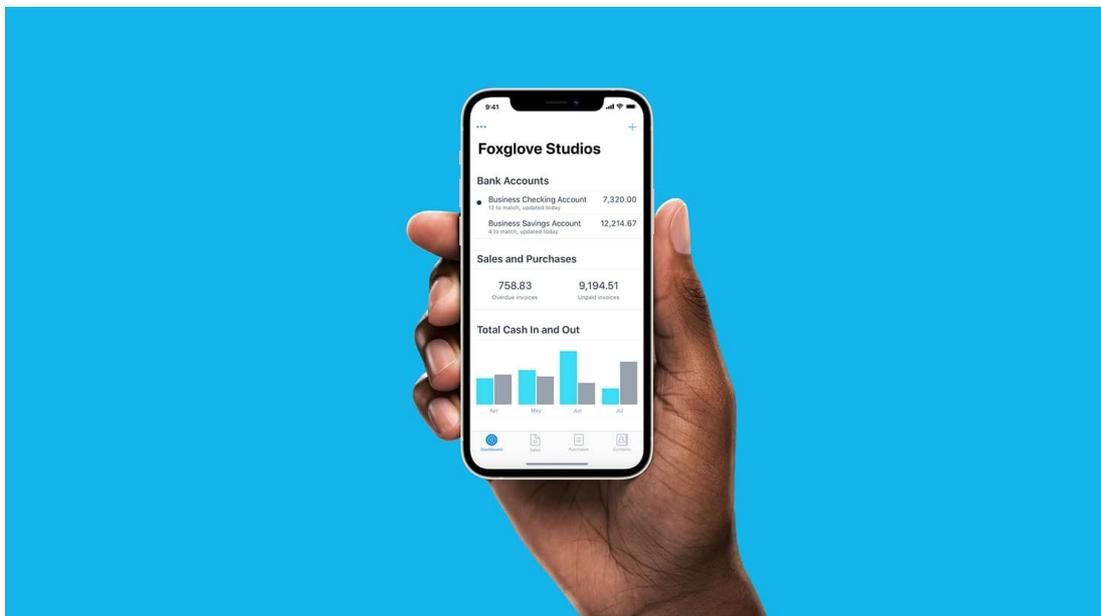


# Top tips to become a Xero Hero

## The Mobile App

Did you know that Xero has a mobile app?

Unused by many, this is a useful tool that enables you to keep in touch with your accounts on the go.



Here are some of the features you may love:

### Reconcile transactions

Want to keep up to date with your bank reconciliation? Simply open the app and review and match transactions just as you would on your desktop. A great way of keeping on top of your bank account on a regular basis.

### Invoice on the go

Particularly good for those who spend their days out of the office, you can notify the clients as soon as the job is done. Using the app you can add new customers, create invoices, or convert quotes to invoices. Once happy with the invoice, send though email or a messaging app of your choice. No more having to sit down at the end of a working day to catch up with admin!



## Add bills

Enter bills as you receive them. Click on 'Add files' and take a photo of the bill to attach to the entry.

## Get a snapshot of your financial position.

When you log into the app, the dashboard provides a useful and up to date summary of your company's financial position. It includes the following:

- A summary of all bank accounts with a note to let you know if there are any unreconciled transactions. Click on an account to go to the reconciliation screen.
- A summary showing the value of unpaid bills and invoices. Simply click to be provided with a detailed list.
- Profit for the month. Click on this to see a more detailed analysis with a handy variance analysis comparing the current and previous month.
- A cashflow summary showing cash in and out for the past four months.

The mobile app does not provide all the functions of xero, but it is a handy, time saving tool and available to all who have a xero log in.

Why don't you install it today and give it a go?

The app is available for Apple and Android.

## Looking for more top tips?

As a platinum Xero partner, we are well placed to advise on all aspects of the software. We match our clients' needs with cutting-edge technology and a dedicated chartered accountant to deliver pro-active management of finances. Our aim is to take the hassle out of your finances, helping you save time, make money and grow your business.

If you are looking for further advice as to how to get more out of your Xero subscription, contact **Ryan Alderson** to discuss our training and support packages.



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