

# XERO TRAINING WE CAN HELP YOU GET STARTED

Xero is one of the world's leading cloud-based accounting platforms, designed to make managing your business finances straightforward and efficient. Unlike traditional desktop software, Xero works entirely online, meaning you can log in securely at any time, from any device, whether you're in the office, at home, or on the go.

With Xero you can:



## Invoice with ease

Create and send professional invoices, track payments, and set up reminders to get paid faster.



## Stay on top of cash flow

Connect your bank accounts to automatically import transactions for real-time visibility of your finances.



## Manage bills and expenses

Record, schedule, and pay bills, helping you stay organised and avoid late payment charges.



## Access powerful reporting

Generate clear financial reports at the click of a button to help you make confident business decisions.



## Collaborate securely

Share your accounts with your accountant or team members so everyone has up-to-date information.

For many businesses, Xero quickly becomes more than just software it's a vital tool for saving time, improving accuracy, and giving peace of mind that their finances are in order.

## HOW NUNN HAYWARD CAN HELP YOU WITH XERO

The team at Nunn Hayward can help you work smarter. As Xero experts, we know that moving to a new accounting system can feel daunting, which is why we provide end-to-end support to get you set up, trained, and confident in using the platform. If you are already a Xero user, we can help you use it to its full potential.

### Set-Up & Customisation

We'll make sure your Xero account is tailored to your business needs:

- Migrating your existing data safely and accurately.
- Setting up bank feeds so transactions flow straight into the system.
- Designing invoice templates that reflect your brand.
- Creating chart of accounts and reports specific to your business sector and reporting needs.



## Training & Confidence Building

We believe Xero should work for you, not the other way around. That's why we provide practical training to give you the confidence to use Xero day-to-day. Our sessions can be one-to-one, group-based, or remote, depending on what suits you best. We'll show you how to:

- Navigate the portal with ease.
- Raise and send invoices.
- Reconcile transactions and monitor cash flow.
- Run reports that give real insights into your business performance.
- Use time-saving features like recurring invoices and automated reminders.

## Ongoing Support

Getting started is just the beginning. We'll be on hand whenever you need us, offering:

- Guidance on new features and updates.
- Troubleshooting and answering your queries.
- Periodic reviews to check you're getting maximum value from the system.
- Integration advice if you want to connect Xero with other apps/software such as payroll or stock control applications.

## WHY WORK WITH NUNN HAYWARD?

By choosing Nunn Hayward to support your Xero journey, you'll benefit from:

**Expert knowledge** – Our team has extensive experience in helping businesses across different industries use Xero effectively.

**Tailored solutions** – We adapt our training and support to your unique needs and level of experience.

**More time for you** – With Xero running smoothly, you can focus less on admin and more on growing your business.

**A trusted partner** – We can work alongside you within Xero, helping you to be assured of accurate, up-to-date financial information. Not just current clients, no clients too.

## WE CAN HELP

Speak to a member of our team by contacting us on **01753 888 211** or emailing **info@nhllp.com**, and we can discuss the best approach for your situation.