



XERO PUTS YOU IN CONTROL OF YOUR BUSINESS

REAL-TIME AND ONLINE. XERO PUTS YOU IN CONTROL OF YOUR BUSINESS.

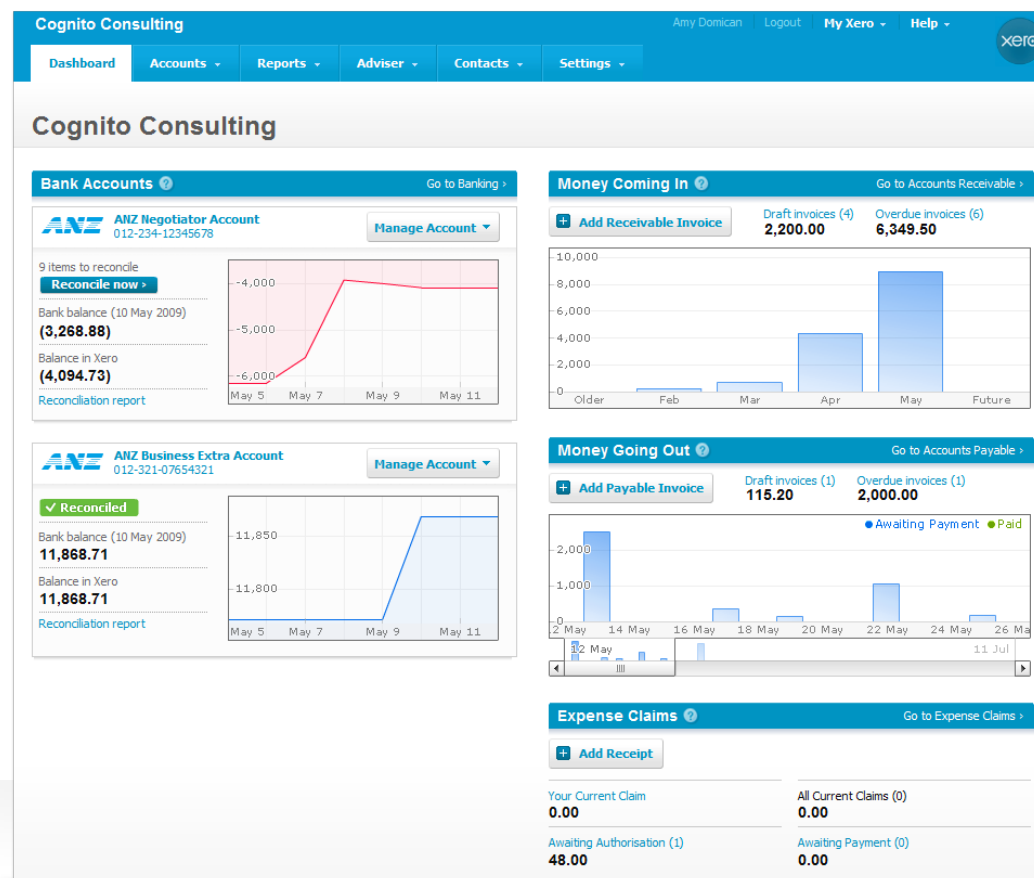
Xero is an online accounting system that gives you and your advisors easy access to your bank transactions, invoices, reports, even your GST.

At a glance, Xero's dashboard gives you:

- A summary of all your bank accounts' details and balances
- Visibility of how much money you have coming in and going out
- A watch list of your favourite accounts to monitor
- Outstanding staff Expense Claims
- The ability to drill down to see transaction details
- Everything you need at the click of a button

"The essence of a great accounting system is not to make simple things complicated, but to make complicated things simple. Xero have achieved this!"

NATHAN STEWART, *Alkemi*



BANKING AND BILLING WITH EASE

Xero's intuitive invoice entry means you can enter your invoices quickly and efficiently, whether you are creating an invoice for one or many items.

- You can create a schedule to automatically generate invoices on a regular basis saving having to enter the invoice manually every month.
- You can email formatted invoices directly to customers from within Xero and you can choose to email a copy to yourself.

Xero has made bank reconciliation easy and fun. You can automatically import your bank statements into Xero daily, so you don't waste time downloading and uploading bank files manually.

- Automatically import your bank statements into Xero for ANZ, Commonwealth Bank, and NAB banks.



"Being online and available from anywhere is a major factor, so whether I'm in Australia or New Zealand I can still keep an eye on the businesses."

RICHARD DRYDEN, FITAUS

The collage illustrates the ease of banking and billing with Xero. It includes a sample tax invoice from Cognito Consulting, a screenshot of the Xero 'Bank Reconciliation' interface showing imported bank statement lines and matching transactions, and a 'Receivable' dashboard with charts for 'Money Coming In' and 'Debtor Exposure'.

MANAGE YOUR PAYABLES

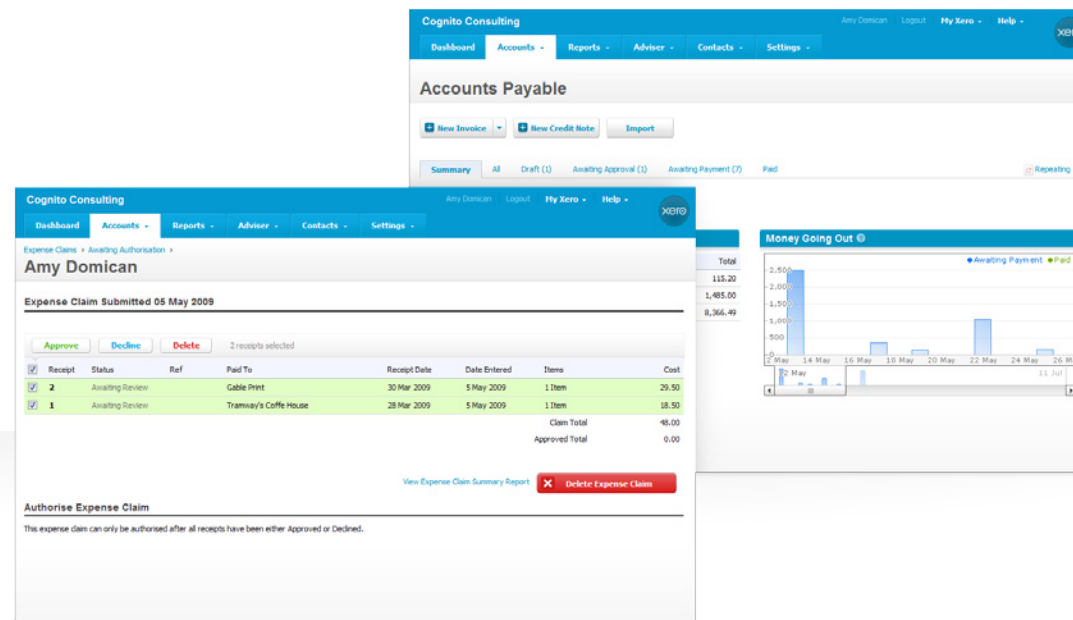
Keeping on top of your payables has never been easier. Xero lets you track where your money is going and why.

You can:

- See all your outstanding invoices at a glance.
- Set up repeating payables invoices for regular suppliers.
- Approve workflows that can be shared to relieve the business owner.
- Enter receipts for your expense claims as you collect them, or all in one go.
- Choose to pay part or all of a claim, and you've got all the information about the claim on hand to help make the decision.
- Approve or decline each receipt in a submitted expense claim. The entire expense claim can then be authorised.

"It is blissful simplicity and intuitive intelligence at its best. Xero makes accounting easy and – as hard as it is to believe – fun! The client interface is sexy and professional and even when I do make mistakes my accountant can easily untie the knots"

EVA BRADLEY, Photographer



YOUR REPORTS AND CONTACTS

Xero has a comprehensive set of reports allowing you to access your financial information with ease – in real time.

- Calculating a BAS or GST Return is a simple matter of picking your dates.
- Create a comprehensive Management Report in one click.
- Get real-time information about your balance sheet, depreciation and all of your accounts.
- Store a snapshot of all the data related to your reports.
- Export your reports as PDFs or to Excel with complete cell formatting and formulas.

Xero Contacts allows you to view and edit the individuals and organisations that you do business with.

- Information added in Contacts will be used on invoices and transactions that you enter into Xero.
- Manage your debtors better by keeping track of who owes you what.
- Contacts' details include the amount owing to or from them (if any).
- Add, edit and delete Contacts, and group them for easy mass-invoicing.
- Google Maps and Skype integration for better communication.

The collage displays several Xero interface elements:

- GST Audit Report:** A report for 'Congnito Consulting' for the period 1 September 2008 to 31 May 2009. It includes a table with columns for Date, Account, Details, Gross, GST, and Net. The table lists various sales transactions with their respective GST amounts.
- Contacts Page:** A screenshot of the 'Contacts' section, showing a list of contacts with columns for Name, Email Address, Phone Number, Payables Due, Overdue Payables, and Receivables Due. A contact named 'Alan Williams' is highlighted.
- Receivables from Customer:** A detailed view for 'DIISR - Small Business Services' showing an outstanding balance of 7,700.00 and an overdue amount of 3,850.00. It also includes a bar chart showing activity over the past 12 months.
- Position Reports:** A sidebar menu with options like 'Expenses by Contact', 'Income by Contact', 'Profit and Loss', 'Sales By Item', 'Aged Payables', 'Aged Receivables', 'Balance Sheet', and 'Movements in Equity'.
- Detail Reports:** A sidebar menu with options like 'Journal Report', 'Trading Summary', and 'Trial Balance'.

XERO'S WHEREVER YOU ARE

Xero is web-based so you can work where you want, when you want.

- 24/7 access from any internet connection in the world.
- Compatible in IE 7, Firefox and Safari browsers.
- Accessible on your iPhone, Blackberry or other Windows Mobile device through m.xero.com

Help is always at hand. Your subscription provides:

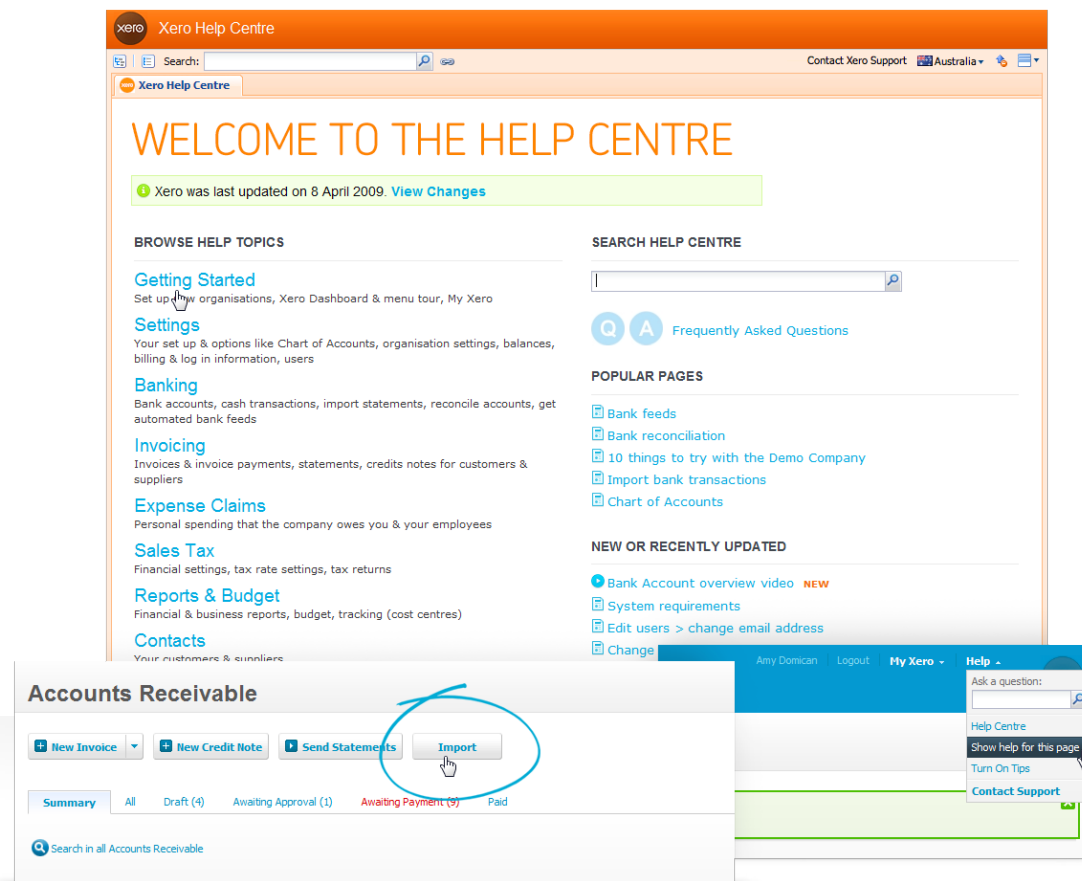
- Free email support from the Xero Customer Care Team.
- Free comprehensive online Help Centre
- A helpful library of videos from getting started tours, to tips & tricks

You can focus on using Xero, not maintaining it.

- Xero requires no installation, manual backups or maintenance.
- No additional software is required.
- All software updates and new features are automatic and are available to you when you next login.

"When I think of Xero, I think of two things: easy to use and support when I need it."

KOMAL CHHIBA, SilverStripe



SECURE AND PRIVATE

Xero stores all your accounting information on highly secure corporate grade servers and that are automatically backed up.

To further protect access to your data, only give access to those you trust. Xero means you can collaborate with your financial advisor in real time to have better control of your finances.

- Control who had access to your data and what they see, with tiered user permission levels and records of when a user last logged on.
- Give employees access to creating invoices and expense claims, but not to your bank accounts and reports.
- Invite your accountant in - they can log in and view your accounts, providing valuable real-time advice.
- Lock accounting periods to close off a tax period, and prevent others changing your data.
- Eliminate emailing or sending around vital data on a disc insecurely.
- Be assured your data is safe. Unlike desktop applications, data isn't stored on your computer, so your data isn't compromised if it is lost or stolen

"Xero has alleviated the pressure from me. Because I was the only one that did the books we suffered from key person risk as well as data security risk."

ROBIN FARGHER, *Kakapo Technologies*

Xero Customer Care

Set their permissions

Choose the level of access you want this user to have:

	Bank reconciliation	Invoices & expense claims	Edit system settings
☐ Cash Manager	Comments only		
☐ Employee		Raise drafts only	
☐ Standard	✓	✓	✓
☒ Financial Adviser	✓	✓	✓

[Delete User](#)

Users

[Invite a User](#) [Remove Xero Customer Care](#)

Name	Permissions	Status	Last Login	Logins this week
Brock Abernethy (Subscriber)	Standard + Manage Users	Active	10 Jun 2009, 11:13 a.m.	23
Brett McKenzie	Employee	Active	10 Jun 2009, 9:22 a.m.	11
Jemaine Clement	Standard	Pending		
Katie Farrington	Employee	Active	6 Jun 2009, 6:42 p.m.	8
Kurt Johnson	Cash Manager	Active	1 Jun 2009, 4:13 p.m.	3
Randal Throckmorton	Standard	Active	10 Jun 2009, 3:27 p.m.	15
Xero Customer Care	Financial Adviser	Active	8 Jun 2009, 10:35 a.m.	1

MAKE THE SWITCH

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

- Xero has a step-by-step set up Wizard to guide you through the getting started process.
- Data can be easily imported from your old system.
- Transferring from MYOB? Xero allows a quick and easy transfer of your invoices, accounts and Contacts.
- Even if you don't have your previous account balances it's easy to add them at a later date.

And, Xero has a network of Partners and Advisors who are always available to help you make the most of Xero.

