

YOUR ACCOUNTING SOLUTION: TURNING FROWNS INTO SMILES



RELEASE THE POWER  
OF YOU  
TAKE CHARGE OF THE CLOUD!



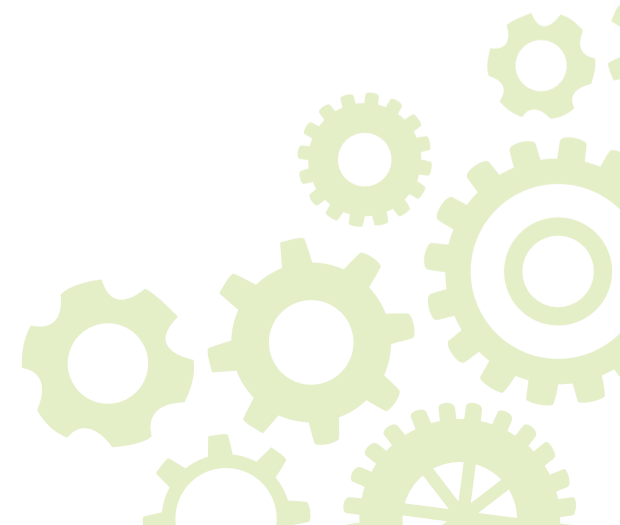


# Xero

Businesses, private or not for profit, all need remedies and strategies to survive, sustain and grow. The following points are amongst other things you need to ensure happen:

- Easily record, connect with & understand their financial numbers
- Know its profitability
- What things cost
- Controlling & managing cash
- Planning
- Where to improve
- How to turn ideas into something meaningful
- Tax authorities, sending in VAT and Tax returns

Xero, a cloud-based accounting package, helps ease your business burden. It will help free up your time and allow you to spend more quality time with your customers. In turn this will free some of your time to focus on other important aspects of running your business.



# WHAT IS THE CLOUD?

The term 'cloud' originated back in the 1990s when techies were trying to draw diagrams of technology systems.

When it came to the part where stuff was sent out to remote servers and computers via landlines or through the Internet, they used a drawing of a simple cloud to illustrate that multiple computers were connected to multiple other computers, all over the world. What started out as a simple way to draw something very complex is now part of our vocabulary.



## Xero

*(Pronounced 'z'ero) is the leading cloud accounting solution used by small to medium size businesses (SMEs), social enterprises etc.*



# WHO XERO IS FOR?

We have set up Xero in many sectors & sizes from business services, property, arts & manufacturing; sole traders to name just a few.

Whichever sector you are in PAR and Xero can help you. The power and capability of Cloud Accounting can be harnessed for any business. Xero can be tailored to suit your own business-specific needs.

# Xero CLOUD ACCOUNTING

Whatever sector you are operating in Xero is here to help you run your business:

## **COSTS**

There will typically be one-off investments when moving to a cloud accounting platform, including preparing the data for transfer, setting up the new systems and staff training. But maintenance, version upgrades, system administration costs and any server failures are managed by the service provider, so no need for any major up-front investment in hardware and software.

## **SECURITY**

Xero provides high-level encrypted data security and you don't pay extra for online back-ups because that's part of the subscription cost. In addition, you get practically unlimited file storage, so all your business documents comprehensive documents can be uploaded and stored online.

They can also be attached to the specific transaction, which significantly reduces the time looking for and querying transactions.

## **BENEFITS**

We have seen the benefits of Cloud accounting in practice, and for organisations who may not have the resources and budget of a team of dedicated accounting staff, robust financial management and reporting becomes easier, more efficient and powerful. Here's a snapshot of some of Xero's main benefits:

- Xero is run online, in the cloud, so there's nothing to install
- Everything is backed up automatically, and you have peace of mind using the very latest version
- Xero mobile app for on-the-go
- Scan your receipts
- Reconcile your bank transactions
- Send invoices
- Keep track on payments
- Better productivity and efficiency gains
- No more tedious data entry
- Live financial information at your fingertips
- Better financial control and planning
- Run off Management reports at the press of a button
- Security of your financial information
- An easy to read online dashboard, which shows the important stuff you need to know. This could be bank balances, money owed, money owing, key costs, current profit
- Several hundred (and growing) third-party apps, that integrate with Xero & support your business needs
- Keeping the cash flowing by keeping on top of credit control
- Avoid drowning in paperwork and make that move towards a paperless life
- Stay productive on the move
- Keep track of any contractors or freelancers working for you

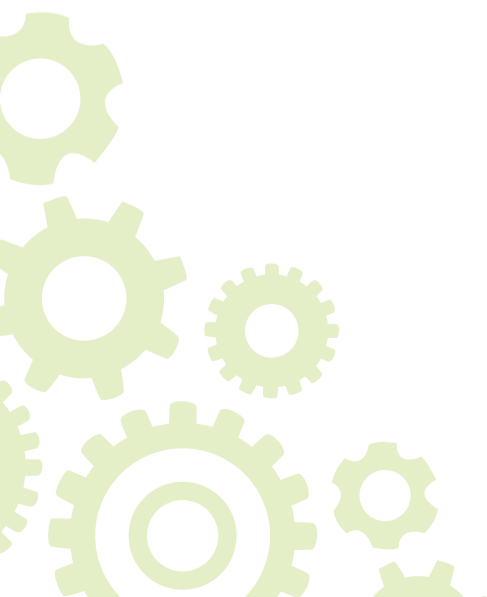


# IMPLEMENTATION AND GETTING READY

When we help clients with their move to Cloud accounting, we are always mindful of the words of Bill Gates, co-founder of Microsoft, who said

*"The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. The second is that automation applied to an inefficient operation will magnify the inefficiency."*

The PAR team are Xero Champions,  
all our team are accredited Xero advisors.



# ONBOARDING

We have a wealth of experience and can help the transition be pain-free for you. We have refined a process to make your Xero journey as smooth a ride as possible, we like to call it Onboarding. Our Onboarding approach is:

## PREPARATION

This is where you need to:

- start thinking about expected requirements from the system are, for example, tracking categories, reports needed
- what apps would be useful
- the best way to communicate it to those in the organisation
- training and support needed
- an appropriate date for migrating

## MIGRATION

This is where the PAR elves get busy and do things like:

- Transfer information from your old system to Xero
- Transfer important things like customer & supplier records
- Set up your bank accounts, financial and contact information
- Set up account headings and how you want information displayed

## ONGOING

We'd love to be part of the next stage of your digital journey, there are several options, from:

- Help you become familiar and proficient with Xero
- Support and train your in-house finance team
- Be your 'in-house 'in-house' management accounting team
- Work with you to help you grow, be more profitable and get more time

Pro Active Resolutions gain an understanding of your business and work with you. We ensure you have the correct version of Xero for your current, and future, business needs, whether it in the UK or overseas. There are versions and price points from the freelancer to larger and more complex businesses.

Versions start from a ledger cash book version, to versions that invoice and deal with multiple currencies.

There are also optional extras - within each of these three packages you can elect to add Xero Payroll, Xero Projects, or Xero Expenses if you need them for your business.

# NEXT STEPS

Pro Active Resolutions will work closely with you throughout this process.

We have worked with many similar organisations and have the experience and knowledge to avoid the pitfalls others, less experienced, may not be aware of. Our aim is to ensure the move to Xero cloud accounting is as smooth as possible and causes no disruption to your business.

## **PRO ACTIVE RESOLUTIONS - WITH YOU FOR THE ENTIRE JOURNEY.**

We are your reliable source for business support.

Acting as your business friend, our specialist knowledge and advice will help you to grow, thrive and prosper. Our approach is fully aligned with your aims and goals for the future. All businesses face similar challenges when it comes to managing money. This is especially relevant to the arts and not for profit sector, where controlling cash flow can be very challenging.

## **YOUR FUTURE ON Xero**

- Ongoing assistance from us
- We are with you throughout to help and advise you.
- Understanding your numbers
- As experienced accountants and business advisors we work through the numbers with you and explain what they mean to your business. We can also train your staff to understand the numbers too.
- Keeping track of finances
- Through our own expertise and the reporting functions of Xero we help you keep track of your finances.
- Business growth
- With all your accounting and finance issues covered by us and Xero that leaves you to get on with running your business and managing its success and growth over the coming years.



# NEXT STEPS

Contact the Pro Active Resolution Team to start your **Xero** journey.

We will:

- Discuss your business needs with you.
- Help you choose the best Xero solution for your business
- Work out with you the payment plan that best suits your business
- Ensure a smooth transition to Xero cloud accounting
- Let PAR turn your Business Frowns into Smiles
- We would love to hear from you, whether it's by email, phone or good old-fashioned pen and paper.

We offer a free initial consultation, virtual coffee and biscuits. We appreciate for some of you, it may be difficult to take time out of your working day to attend an appointment. We have some appointments available weekends and evenings.

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