



Xero For Dummies

Heather Smith

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Master Xero in a flash to streamline accounting and manage more effectively

Xero For Dummies is a user-friendly guide to the accounting software that's revolutionising the industry. Whether you're setting up Xero from scratch, converting to Xero from another accounting software, or just want to get more out of Xero, this book provides an in-depth understanding of how the software works, and how to use it to manage your business more effectively. This second edition has been updated to cover the new and improved features, including better file storage, purchase order, and report generation, extended coverage of the Xero add-on ecosystem, and more, with all new screenshots that show you exactly what to do. You'll learn how to automatically import and code bank transactions, set up accounts, customers, and suppliers, synchronise data, and generate reports that give you the information you need to manage your business more effectively.

Xero has changed the game in the accounting software industry. Their completely cloud-based single ledger system allows business owners to monitor their financial position in real time, and eliminates the need for endless data entry, backups, and software upgrades. *Xero For Dummies* is the only Xero-endorsed guide to getting the most out of the software, walking you through the basics to advanced use.

- Save time reconciling with automatic imports and intuitive coding
- Manage inventory, customers, suppliers, and more
- Simplify accounts and deal with multi-currency transactions
- Synchronise data seamlessly across multiple business platforms

From setting up your accounting system through to more detailed operational usage, this book contains tried-and-tested techniques that will help you optimise revenue, profits, and cash flow. Xero can streamline your accounting process and help you be a better manager — to wield it effectively, *Xero For Dummies* is the complete, informative guide you need.



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