

## A comprehensive service offering

At Paish Tooth we deliver an extensive range of tax and accounting services. Alongside our traditional compliance offerings, we provide expertise in all of the following areas:

- **Succession planning**
- **Wealth Management**
- **Financial Management**
- **Profit improvement**
- **Personal tax planning**
- **Business tax planning**
- **Xero Cloud accounting**
- **Auto-enrolment**

Please just ask if you wish to discuss any of these additional service options.

## A friendly team of experts

Paish Tooth is a relaxed and friendly firm with a team of 15 staff. We've been offering expert accountancy and tax advice for over 30 years. Paish Tooth is regulated by the Association of Chartered Certified Accountants (ACCA), and we also practise as Chartered Tax Advisors, authorised by the Chartered Institute of Taxation. Our drive has always been to gain an understanding of every client we work with, so that we can offer the appropriate tailored support and practical advice. We're always keen to build up strong, effective partnerships with our clients and help them achieve their full business potential.

## Get in touch!

Paish Tooth is conveniently based in Cheltenham town centre, a short stroll from the High Street, plus we have client car parking available. Please give us a call if you would like to arrange a meeting with one of the team - we'd love to hear from you!

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Or why not join us on social media:

-  @paishtooth
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-  /paish-tooth

## Download our free mobile app

The Paish Tooth app will keep you on top of the latest news and tax changes, and is packed with useful tools including calculators, tax tables, financial dates, a receipt manager and mileage tracker.



 **paishtooth**  
ACCOUNTANTS & TAX ADVISORS

# Xero Cloud Accounting



## What is Xero?

Xero is a cloud accounting package which is rapidly increasing in popularity due to its versatility and accessibility.

Xero can be accessed on any internet enabled device. As Xero is cloud-based software, it is also possible for your data to be viewed remotely by your accountant, meaning you can receive valuable real-time advice from your Xero certified advisor. Unlimited users can log into one Xero account and they can all have different access rights, depending on what they need to manage.

Add-on programs like Receipt Bank reduce data entry by allowing you to extract purchase invoice details electronically and push the data into Xero. You can even add expenses whilst you're on the go.

And don't worry if you're already using other software as transition is very easy.

## Bank feeds

Xero is able to link with your bank account through partner or yodlee feeds to import bank transactions automatically. This means that reconciling a bank account has never been easier or quicker!

Bank rules can be set up so Xero will remember where an item is to be posted next time it appears on your bank statement, saving you even more time. You can also have a rule that means the expense is posted to multiple nominal codes each time the payment is processed.

## Receipt Bank

Receipt bank integrates directly with Xero and will extract details from a scanned invoice and publish the data into Xero using rules you create. You can scan invoices and drop them into the program; forward invoices received by email or take a picture using the Receipt Bank app.

Not only your data but also a copy of the purchase invoice is published into Xero, should you need to easily locate it. This also allows for a paperless office.

Pricing is dependent upon numbers of invoices processed but starts from as little as £10 a month for up to 50 invoices.

## Invoicing

Xero provides a basic layout for your sales invoices to which you can add your logo or choose to set up your own template.

Once you have raised your sales invoice, you are able to forward it to your customer directly from Xero - there's no need to open your emails. You can create email templates so that the sales invoice goes in a standard format, saving you time.

Statements are easily sent to customers at the click of a few buttons.

Xero can provide you with an up to date analysis of what you are owed and when invoices are due to be paid.

As bank feeds are automatic, your data will be up to date, giving more useful reporting.

## Reporting

Xero has a range of flexible reports that can be accessed, including a management report which can be sent to you on a monthly or quarterly basis (after we have reviewed the figures and added some comments). This allows you to access more up-to-date information about your business.

You can insert budgeted figures into Xero so that you can carry out variance analysis on the actual figures and amend future budgets. VAT returns are prepared quickly and in an easily understandable format. If you've amended a figure from last quarter that's no problem - Xero will pick this up and include the amendment this time around. You can also click on the transaction from the VAT return and make any changes necessary.

## Pricing

Starter £9 + VAT - Up to 5 sales invoices and bills a month, 20 bank transactions and no payroll function.

Standard £20 + VAT - Unlimited sales invoices, bills and bank transactions, plus payroll for one employee.

Premium £30 + VAT - Unlimited sales invoices, bills and bank transactions, plus payroll for ten employees and uses multi currency accounting.

As a Xero Partner we are also able to offer cashbook editions without the sales and purchase invoicing functions. This is particularly useful for those not wanting to use ledgers. These can be used for both VAT registered and non-registered businesses.