

# Build a better business with Xero

Spend more time doing what you love – wherever you like – while Xero helps you grow a more efficient, professional, successful business.

## Improve cash flow and save money

- Send invoices immediately and get paid faster.
- Make it easier for customers to pay with multiple online payment options.
- Stay ahead of due dates: manage debtors and pay bills on time.
- Streamline processes so you're not paying your accountant to do mundane tasks.
- Keep on top of your accounts to avoid large tax bills and penalties.

## Improve efficiency and save time

- Create and use templates to automate recurring tasks.
- Take a picture of your receipts for easy reference and extract key data automatically.
- Use the mobile app to complete tasks away from the office or during odd moments.
- Let your staff upload receipts, raise purchase orders, and send invoices.

## Keep your business information safe

- Know that your data is protected with multiple layers of security.
- Control the level of access our staff have.
- Use two-step authentication to make logging in more secure.
- Breathe easily knowing your data is backed up automatically.

## Stay in control of your finances

- Forget clunky software installs and version updates; they happen automatically.
- Demystify accounting with visual dashboards and everyday language.
- Ask questions and collaborate with your accountant in real time.
- Customize the Xero dashboard to stay informed and help with decision making.
- Set up workflows that streamline approving invoices and expenses.

## Enjoy the freedom to work from anywhere

- Access your Xero account and data anywhere, on any device.
- Invoice, quote, add receipts, approve expenses, and reconcile from your phone.

## Present a professional image

- Add your logo and customize Xero's invoice and quote templates
- See a complete picture of each customer, so it's easier to communicate and follow up.
- Keep track of deliveries and bills to manage stock and pay creditors on time.

## Boost productivity with optional add-ons

- Reduce the time spent tracking and managing employees' expense claims with [Xero Expenses](#). Every step of the process is streamlined so you can stay on top of employees' spend anytime, anywhere.
- Perfect for trade & construction or professional services, [Xero Projects](#) makes it easy to track time and expenses against your jobs. Fully integrated within Xero, you can quote, invoice and monitor job profitability all in one place.

