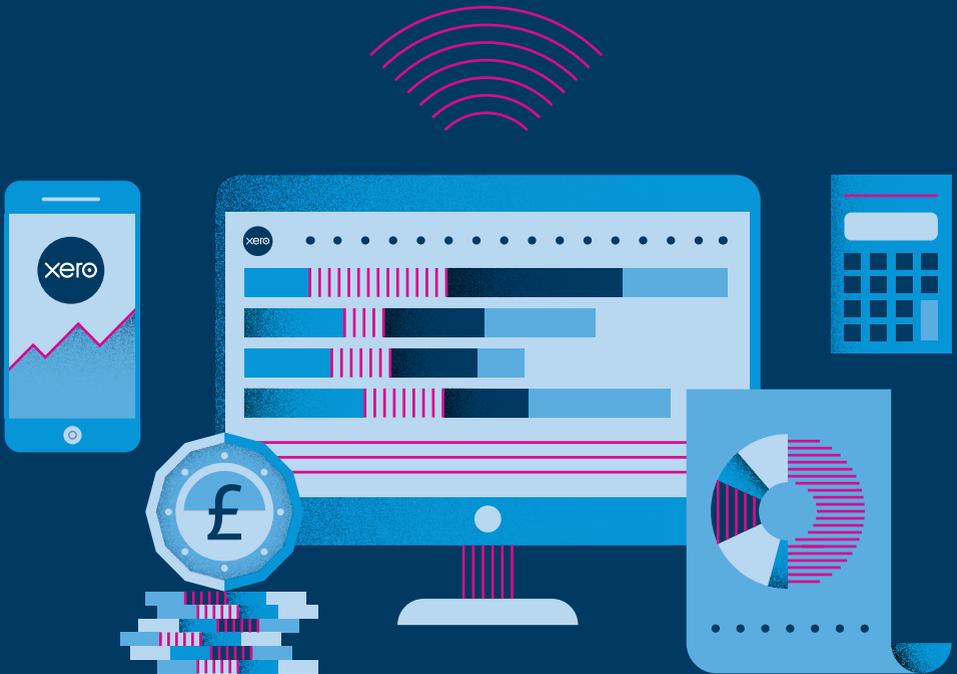




Scott-Moncrieff  
business advisers and accountants

# GETTING YOU READY FOR MAKING TAX DIGITAL

Meeting the deadline for Making Tax Digital (MTD)



From April 2019, HMRC is changing the way that information is provided to them. All VAT registered businesses will be affected. It's vital that your business software is compatible and ready.

Your bookkeeping needs to be on a compliant online package such as Xero. If it's not, you need to move.

We will do this for you and make sure you are ready.

## WHY XERO?



- It's MTD ready
- Storage on the cloud means access from any device, in any location, including your mobile phone
- Online collaboration means you can work with your advisers in real time
- Automated processes such as reconciliations save time and mean you can issue invoices quicker
- It's easy to use – no specialist knowledge is required
- Its intuitive system learns with you and suggests inputs based on what you have entered previously
- Xero's compatible apps give you access to exciting additional functionality
- Data entry can be automated rather than manual and time-consuming
- Xero works with businesses of all sizes
- You will always be up to date with your finances - real time financial reporting is available 24/7
- There's no need to purchase upgrades – constant improvements happen automatically
- Automatic backups mean you don't need to worry about losing data

## WHAT WE'LL DO

We have a step by step process to make sure you'll be ready to go on 1 April 2019

- We'll explain and show you what Xero can do
- We'll show you how it works for MTD
- We'll schedule the best time to complete your conversion
- We'll:
  - Set up your business on Xero
  - Import your chart of accounts
  - Import your data including debtors, creditors and trial balance
  - Set up your bank links
- We'll provide a comprehensive programme of training
- We can provide regular health checks and unlimited telephone and email support from our specialists to keep you right

## YOUR TEAM

Your conversion will be done by fully certified Xero specialists who are friendly, approachable and down to earth. What's more, they are accredited in MTD. They can do everything that's needed to ensure you are fully compliant by the deadline.

## WHAT YOU NEED TO DO NOW

We want you to be ready for April 2019 and want to make sure you have the right training and support. Contact us now to sign up.

## THE RIGHT SUPPORT FOR YOU

We have a menu of prices so that you can choose the support that best suits you.

	STANDARD	ENHANCED	PREMIUM
	<b>£1,500</b>	<b>£2,000</b>	<b>£3,200</b>
Subscription to Xero	✓	✓	✓
Conversion of your data	✓	✓	✓
Overview of Xero and MTD	✓	✓	✓
Introduction to Xero using webinars and videos	✓	✓	✓
If your organisation is partially exempt, we will help you with how to upload the right information	✓	✓	✓
Comprehensive walk through with demo data	✓		
Comprehensive walk through plus a further 2 hours tailored training using your own data, including postings, reconciliations and reporting		✓	
Comprehensive walk through plus a further 3 hours tailored training using your own data and in depth guides to Xero modules such as stock, fixed assets, payroll and budgeting			✓
6 month review to check your control accounts, management reports and to answer any questions		✓	
Quarterly review as above			✓
Unlimited telephone and email support for your Xero queries			✓

These prices are for the one-off costs of converting current data to Xero and training on how to use the package.



Our conversion to Xero was so straightforward and easy. We've never looked back. The Scott-Moncrieff team set everything up for us and their training meant we got going straight away.



Xero and its apps have given us a great end-to-end system from data input to reporting. They save us time and give us really valuable reporting at the click of a button.



The real benefit to us has been the ability to access Xero remotely. I can check my information in real time from wherever I happen to be.



Xero has totally changed how we interact with the team at Scott-Moncrieff. Being able to discuss issues online together means we have the support we need when we need it.

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