

What's new at Xero – November 2013

Store Files In Xero

You can now add Files to Xero – a feature that will save us all hours. With Files, you can store any business document you want next to its relevant transaction in Xero. Just drag and drop.

Quicker tax filing and reporting

The time savings are huge when it comes to tax filing and other reporting. You won't have to hunt for source documents to support the data. Save all your invoices for Assets purchased and sold, Insurances, Legal Expenses, HP's, Loans and any other documents you think we may need at end of year.

The security you're used to, the storage you need

You'll also get the usual Xero-level security, with 1GB of storage. That's about nine years of documents for the average small business! And if you need more down the track, don't worry – they'll be looking at ways to increase these limits in the future.

Xero is the first accounting system to jointly manage both financial data and documents in the same place and we hope you're as excited as we are.

Go to the Xero blog to [watch a video of Files in action](#).

New GST return

Whether you file monthly, two-monthly or six-monthly GST returns, the updates to our GST return will make it easier for you to process and review GST.

If we process the GST for you, you can still preview the report at any time to see an estimate of what your GST is for the period.

Check out the release [blog](#) for details on how to get on the road to easier and more efficient GST processing.

Purchase Orders

You can now create, send and manage Purchase Orders in Xero – [if you use the Invoicing versions of Xero](#).

The new Purchase Orders feature lets you streamline the ordering process – from raising orders all the way through to billing and paying for goods.

What's more, Purchase Orders are touch-friendly, so you can create and fill order details on your iPad when you're on the move. Go to the Xero blog to get more information on [Purchase Orders](#).