

Xero in a Day



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is intended for people who need to know how to use Xero and the fundamentals of bookkeeping.

LEARNING OUTCOMES

The skills and knowledge covered in this course are sufficient to help you understand terminology used in Bookkeeping, and using Xero for day-to-day transactions.

Overview Concepts

- Bookkeeping terminology
- Account Types
- The Accounting Equation
- Cash v Accrual
- Key Financial Reports

Xero Overview

- System Requirements
- Sign up and Login
- General Settings overview
- Getting Help
- Dashboard and menu overview
- Your Xero Dashboard
- Getting Started working in Xero
- Tips for getting around Xero

General Settings

- Organisation Settings
- Financial Settings
- Invoice Settings
- Add and Invite Users

Contacts & Tracking Categories

- Working with Contacts
- Contact Groups
- Create and use Tracking Categories

Chart of Accounts

- Using Default Chart of Accounts
- Account Codes
- Add an Account
- Adding an account to Watchlist
- Edit, Delete, and Archive Accounts
- Adding a Bank or Credit Card

Purchasing

- Default Settings
- Entering a Supplier Bill
- Options for Saving and Approving a Purchase
- Record a Supplier payment
- Bill payments in Bank Feeds
- Batch Payments
- Remittance Advices

Sales

- Default Settings
- Entering Sales Invoice
- Options for Saving and Approving an Invoice
- Invoice Templates
- Record a Customer payment
- Receiving invoices in Bank Feeds
- Credit Notes
- Statements

Banking

- Bank Accounts screen
- Manage Account
- Find Transactions
- Spend and Receive Money
- Transfer Money
- Reconcile Account
- Bank Rules
- Comments – Discuss tab
- Import a Statement
- Setup Bank Feeds
- Bank Feeds: Create, Match, Find & Match, Apply Rule, Accept Suggestion, Transfer, Add Details
- Mark as Reconciled
- Reconciliation Report

Conversion to Xero

- Setting Conversion Date
- Opening Account Balances
- Entering historical invoices & bills

Expense Claims

- Receipt or Expense Claim?
- History and Notes
- Current and Previous Claims

Reports and GST

- Key Sales Reports
- Key Purchase Reports
- Custom Reports
- Draft Reports
- Published Reports
- Archived Reports
- Favourite Reports
- Saving and Exporting reports

GST & Business Activity Statement

- Financial Settings
- Tax Codes
- Key Reports
- Business Activity Statement (BAS)
- Steps to process BAS in Xero
- Lock Dates

Inventory

- Untracked and Tracked inventory
- Create an Untracked Item
- Use an Item

Duration: 1 day

Class size: 10 max

Times: 9am to 4pm

Where to from here?: Smarter Xero, Xero Payroll