

# Smarter Xero



**Duration: 1 day**

## TARGET AUDIENCE

This one-day course is intended for people who need to know how to sort out issues, use features to work smarter in Xero, and understand some fundamentals of bookkeeping.

## LEARNING OUTCOMES

The skills and knowledge covered in this course are sufficient to help you understand terminology used in Bookkeeping, and broaden your skills and knowledge in using Xero more effectively day-to-day.

### Bookkeeping Concepts

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

### Overview

System Requirements and troubleshooting  
Sign up and Login  
Working with Others  
Adding and Inviting Users  
Getting Help  
Dashboard and menu overview  
Tips for getting around Xero

### Your Xero Dashboard

Account Watchlist  
Money Coming In  
Money Going Out  
Expense Claims

### Chart of Accounts

Using Default Chart of Accounts  
Account Codes and Account Types  
Refining your Accounts  
Adding an account to Watchlist  
Add, Edit, Delete, and Archive Accounts  
Tax Codes

### Customised Branding

Add a Standard Branding Theme  
Add a DOCX theme  
Using a new branding theme in Xero

### Manual Journals

Post a Manual Journal  
Edit and Delete a Journal  
Reverse and Auto Reverse Journals  
Search Manual Journals  
Import Draft Manual Journal  
Repeating Journals

### Find and Recode

Search transactions  
Search Conditions  
Recode with Manual Journal  
Recode Transactions

### Reconcile Bank

Handy points to know before reconciling  
Limitations to reconciliation  
Automatic bank feeds  
Imported statements  
Bank Reconciliation  
Refresh Feed  
Transition Issues  
Manually Mark as Reconciled

### Conversion to Xero

Setting Conversion Date  
Opening Account Balances  
Entering historical invoices & bills

### Connected

Standard Business Reporting (SBR)  
Google  
Online Invoicing  
Business to Business  
Payment Services  
Importing Transactions  
Hubdoc

### Reporting

Custom Reports  
Draft Reports  
Summary Reports  
Published Reports  
Archived Reports  
Favourite Reports  
Management Reports  
Saving and Exporting reports  
Customise Report Layouts  
Lock Dates

### Budget Manager

Set up an Overall Budget  
Budget with Tracking  
Applying a formula  
Importing a Budget  
Monitoring your budgets

### Fixed Assets

Start Date  
Adding Asset Types  
Asset List  
Assets entered via Purchases  
Assets prior to start date  
Numbering Asset items  
Tracking  
Depreciation Method  
Asset Options  
Show History  
Depreciation on Fixed Assets  
Disposing of an Asset

**Duration: 1 day**

**Class size: 10 max**

**Times: 9am to 4pm**

**Where to from here?:** Xero Payroll, Xero in a Day, Intro to Xero Projects