Learn Xero in a Day

make it easy
business systems
· databases · procedures

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

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
Receipting invoices in Bank Feeds
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

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

Products & Services
Untracked and Tracked inventory
Create an Untracked Item
Use an Item

Duration: 1 day
Class size: 6 max
Times: 9am to 3pm
Where to from here?: Smarter Xero, Payroll using Xero, Xero Projects Introduction, Xero Hubdoc