

COURSE OUTLINE

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Change the Xero configurations
- * Deal with tricky transactions
- * Advanced reconciliation
- * Prepare a BAS
- * Manage Security
- * Customise the design of templates
- * Generate reports
- * Customise and maintain a Xero file.

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

It is recommended that they have completed Xero - Essentials and Beyond training.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

- ✓ Check your Xero setup, accounts, GST, etc.
- ✓ Revise / revisit bank rules and automatic bank reconciliation.
- ✓ Enter tricky transactions; For example:
 - Customer prepayments and pre-sale deposits.
 - Combined business and private transaction.
 - Set up simple job tracking, departmental accounting.
 - Set up work-arounds for undeposited payments (cheques, EFTPOS, clearing, etc).
- ✓ Reconcile overpayments, double payments, underpayments, etc.
- ✓ Find and fix errors in reconciled transactions; For example:
 - unreconcile transactions.
 - recode to correct accounts quickly.
 - manually reconcile transactions.
- ✓ Work with documents, files and electronic record-keeping.
- ✓ Complete a check-list for end of financial year or end of BAS period.
- ✓ Set up and complete the BAS correctly, code in correctly BAS payment or refund.
- ✓ Manage security; For example:
 - Set up users and restrict access to functions.
 - Lock periods to prevent changes / new transactions.
- ✓ Customise design templates for emails and forms.
- ✓ Customise and publish financial reports.
- ✓ Other Xero functions:
 - Cleaning up old accounts and contacts.
 - Manage fixed assets & depreciation.
 - Work with journal entries.
 - Manage and report on budgets.
 - Export/import data.