

## LEARNING OUTCOMES

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

- \* This course is designed for those who will be doing just the important 'hack' work with Xero—entering transactions, payments, reconciling accounts, etc.
- \* If you need to look at how to create and set up a Xero accounting file with chart of accounts, items, etc, then consider our **Xero Essentials & Beyond** course.

## 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.

## CUSTOMISATION

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

## COURSE OUTLINE

- \* Navigate Xero's screen (Dashboard, Accounts, Contacts, etc).
- \* State the meaning of various Xero terms—items, draft Prerequisites
- \* Create sales invoices and enter sales payments.
- \* Enter supplier bills and payments.
- \* Use 'templates' to save time entering invoices and bills.
- \* Create credit notes and void transactions.
- \* Use shortcuts and repeating transaction features. hands-on exercises.
- \* Reconcile bank accounts with live feeds and automatic transactions.
- \* Create simple bank rules to save time.
- \* Print/download reports (P&L, Balance Sheet, etc).