comdex training centre

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xero

Essentials & Beyond

About the Course

Our popular fast track one day course has been designed for newbies or those with little Xero experience. Or perhaps you just need a refresher.

By day's end you'll be confidently and independently using Xero.

Course Prerequisites

Basic Windows PC or Mac experience.

Course Objectives

By the end of this course, participants will be comfortable in navigating Xero's feature set, efficiently processing transactions, maintaining the system and producing key financial reports.

Course Content Overview

Using hands-on practical examples, students will create their own Xero file and be guided through the day to day Xero applications.

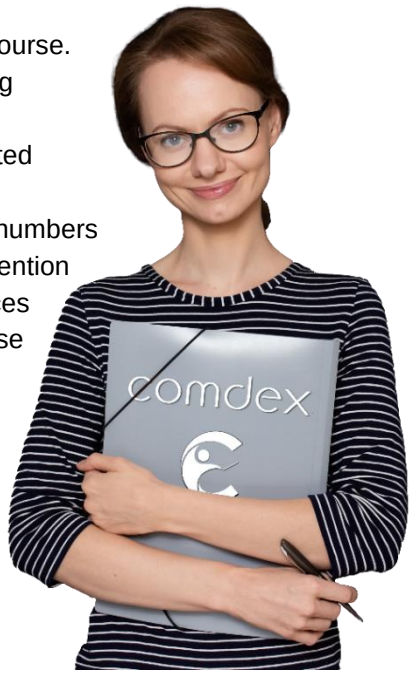
- learn the skills to navigate throughout Xero
- utilise how to effectively use Xero's key features
- focus on practical real world applications
- comfortably run typical day to day processes
- customise the system for specific businesses
- ensure simple but accurate tax record keeping and reporting
- use Xero to automatically handle tedious and inefficient manual tasks

See the full course content on the reverse side ⇨

Course Name:	Xero Essentials & Beyond
Delivery Mode:	Instructor Led Classroom
Level:	Beginner
Time:	9:30am to 4:30pm
Class Size:	10 persons, average 6
Price:	See our website for current pricing
Cancellation Fee:	Nil, full refund*
Concessions:	30% Discount for Job Seekers, Seniors, Health Care Card Holders*
Email Support:	12 months from course date*
Free Resit:	9 months*
Certificate:	Quality colour printed
Training Manual:	Hardcopy (+170 pages), plus quick reference guides, cheat sheets and quick start templates
Our Computers:	Dual screen PC/Mac or BYO
Venue:	Comdex Training Centre
Location:	157A Commercial Rd. South Yarra
Public Transport:	Tram, Train, Bus to our doorstep
Car Parking:	Commercial Undercover
Refreshments:	Complimentary – all day

- ✓ Fast track one-day course. Train today, get going tomorrow
- ✓ Face to face accredited instructors
- ✓ Capped small class numbers ensures personal attention
- ✓ Unparalleled resources
- ✓ Centrally located close to the CBD
- ✓ First class facilities
- ✓ Relaxed informal atmosphere

*Please refer to our website for full details and T&Cs.



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Xero Essentials & Beyond

"World class training in a one-day
Course Code: XOIAD

Section A: About This Course / Training Manual
- **A Typical Day in the Office: Brief Course Outline**
- **What We're Using for the Course**
- What is the 'Demo Company'?
- Entering Dates for Transactions
- Obtaining the Training Files

Section B: Introductory Notes: Xero
- **Xero & Your Business: Big Picture**
- Think About It First
- Major Transactions & Business Processes
- Plan Some Stuff Before Using Xero
- **How Xero Looks**
- The Xero Screen
- Xero Main Menus
- Quick Access to Functions
- **Xero 'Chart of Accounts'**
- Account Categories
- Important Points About Xero's Chart of Accounts
- Properties of the Chart of Accounts
- Properties of an Account
- Properties of Bank/Credit Card/PayPal Accounts
- **Sales & Purchases in Xero**
- Introduction
- Three (3) Types of Sales/Purchases
- **Xero's Bank Feed**
- Different Ways for Reconciling
- 'Find and Match'
- Entering/Reconciling Common, Ongoing Trans.
- All Reconciled v Not All Reconciled

Section C: Xero Shortcuts & Best-Practice
- **Summary of Main Xero Shortcuts**
- General Browsing
- Specific to Xero
- Xero Cash Coding
- Using Search Shortcuts
- Important
- Others
- **Big Picture Stuff to Remember**
- **Action Plan**

Section D: Getting Used to Xero
- **Exercise 1: Xero: A Guided Tour**
- Accessing Xero & Logging In
- Resetting & Opening the Demo Company
- Accessing Xero's Main Functions
- Using Quick-Add & Searching Functions
- Accessing Bank Information & Functions
- Looking at Xero 'Settings'
- Looking at 'Advanced Settings'
- Viewing the 'Chart of Accounts'
- Viewing the 'Products & Services'
- Viewing the 'Bank Feed'
- Logging Off
- Creating a Shortcut to Login
- Revision & Practice (Optional)
- **Exercise 2: Doing Our First Bank Rec**
- Accessing the Bank Feed Screen
- Change to Compact View of the Bank Feed
- Reconciling Transactions
- Using 'Discuss'
- Keying in First Transaction: Who What Why
- Keying in a Transaction: Another One + Details
- Looking at Bank Transactions Recorded
- Shortcut for Viewing Bank Transactions
- Turning Off 'Remember Previous Transactions'
- Revision & Practice (Optional)
- **Exercise 3: Intro to Cash Coding**
- Accessing Cash Coding
- Cash Coding Many Transactions at Once
- Cash Coding the Rest
- Why Balances Are Different: Bank Rec Report
- Mistakes You Can Make
- Important Reminder About Cash Coding
- Revision & Practice (Optional)

Section E: Sales: Selling Stuff
- **Exercise 4: Creating Sales Invoices**
- Checking Customer Payment Terms
- Your First Sales Invoice
- Recording/Saving & Emailing the Invoice
- Another Invoice for Practice
- Selecting/Entering Cust's Not Set Up in Contacts
- Creating Xero Invoices With No Items
- Batch E-mailing Lots of Invoices
- Xero's Newer Invoicing Method
- Xero's Different Sales Types
- Default Accounts & Discounts for Customers
- Revision & Practice (Optional)
- **Exercise 5: Speeding Up Invoices**
- Using 'Add Last Items'
- Using 'Add Last Items' Again
- Another Way to Speed Up Transactions: Copy Them
- Another Way to Speed Up Transactions: Repeating
- Revision & Practice (Optional)
- **Exercise 6: Managing Sales & Statements**
- Viewing Unpaid Invoices
- Sorting Invoices
- Searching for Invoices
- Viewing & Editing An Invoice
- Using Search Shortcut
- Viewing Aged Receivables
- Customer Statements
- **Exercise 7: Entering Customer Payments**
- (1) Using 'Add Payment' For a Single Invoice pmt.
- Sending the Customer Receipt
- Viewing Payment & Sending/Resending Receipt
- (2) Using 'Make a Deposit' for Many Invoices
- (3) At the Bank Feed
- Important: Entering Customer Payments
- Underpayments, Overpayments, Double-pmnts.
- Revision & Practice (Optional)

Section F: Purchases: Buying Stuff
- **Exercise 8: Entering Bills**
- Checking Default Supplier Payment Terms
- Creating a Supplier & Entering Bank Details
- Entering a New Bill
- Uploading & Attaching a Bill to the Transaction
- Entering Service Bills
- Saving Time Again Using 'Add Last Items'
- Using 'Add Last Items' Again
- Checking Bills Owed
- Other Ways to Upload Docs. & Create the Bills
- Purchase Orders
- Attaching Documents to Xero Transactions
- Summary of Electronic Record-keeping in Xero
- Automatically Entering Bills into Xero
- Revision & Practice (Optional)
- **Exercise 9: Managing & Paying Bills**
- (1) Entering a BPAY Payment
- (2) Creating a 'Batch' Pmt. for ABA Uploading
- Sending Remittance & Creating Bank File
- Seeing History of Batch Payment
- Viewing the Batch Payment
- Aged Payables (Aged Creditors List)
- (3) Entering a Credit / Debit Card Bill Payment

Section G: Credits, Refunds & Fixing Mistakes
- **Exercise 10: Voiding & Credit Notes**
- Voiding a Sale
- Voiding a Purchase Bill
- 'Add Credit Note' for an Open / Part-Paid Invoice
- Creating and Applying a Credit Note: Unpaid Bill
- Creating & Applying a Credit Note: Fully-Paid
- Unvoiding a Voided Invoice / Bill
- Revision & Practice (Optional)
- **Exercise 11: Bank Transaction Errors**
- Editing a Recorded Transaction
- Fixing a Wrong Transaction: Remove & Redo
- When Wrong Transactions Are Matched
- Revision & Practice (Optional)

Section H: Managing Bank Accounts Further
- **Exercise 12: Bank Recs: 'Find & Match' and 'Split'**
- Importing a Bank Statement.
- Recon. Already-Matched Transactions .
- Recon. a Single Deposit: 'DD' With 'Find & Match'
- Recon. a Single Deposit: POS Clearing 'Find & Match'
- Recon. a Single Deposit: Bank Deposit 'Find & Match
- Recon. a 'Split' or Part-payment .
- Checking Balances
- Reconciling Overpayments
- Keep Records
- 'Find & Match' and 'Split' for Bill Payments .
- Revision & Practice (Optional)
- **Exercise 13: Bank Recs: Creating Rules**
- Creating the First Bank Rule: 'Spend Money'
- Seeing Rule Being Applied
- Another Bank Rule: 'Receive Money'
- Transfer Bank Rule
- Reconciliation-completed Message
- Viewing/Editing Bank Rules
- When You Don't Want a Bank Rule Applied
- Bank Reconciliation Report .
- Revision & Practice (Optional) .

Section I: Reporting & Activity Statements .
- **Exercise 14: Xero Reports .**
- Viewing the 'Reconciliation Report' .
- Accessing All Reports Section: Profit & Loss .
- Viewing Dashboard / KPI Reports
- Report Functions .
- Revision & Practice (Optional) .
- **Exercise 15: Introduction to BAS / IAS .**
- **Setting Activity Statement Options & Viewing It .**
- Viewing Activity Statement .
- Audit Report
- Finalising & Reporting Your Activity Statement
- Next Time You Access Your Activity Statement
- Submitting Your BAS Direct to the ATO
- Revision & Practice (Optional)

Section J: Appendices
- Appendix A: Automatically Entering Bills/Receipts
- Use 'Special' Xero Email Address
- Use Hubdoc / Dext.
- **Appendix B: General Steps for Uploading ABA Files**
- Uploading an ABA File to NAB
- Uploading an ABA File to CBA
- **Appendix C: Lodging BAS Directly to ATO**
- **Appendix D: Index of Key Words**