cto
computer training options

Xero
Introduction Training

Overview:

Xero is completely cloud-based, and lets small business owners monitor their finances in real time, plus promises to reduce the need for endless back-ups, data entry and software upgrades. When it comes to balancing the books, small business owners and entrepreneurs need all the help they can get. **Xero Accounts Training** is the quick and easy way to master the world's simplest accounting software.

Learning Outcomes:

At the completion of this course you should be able to:

*   Getting to know **Xero**
*   Setting up **Xero** from scratch
*   Converting to **Xero** from another system
*   Fine tuning your set up
*   Managing your contacts
*   Managing your sales
*   Managing your payables
*   Reconciling your bank accounts

Target Audience:

This course is designed for users who wish to learn how to use **Xero** to perform day-to-day business bookkeeping and accounting functions.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.
Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options
Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660   Email: training@cto.com.au   Web: www.cto.com.au

Xero
Introduction Training

Getting to Know Xero
Understanding the Advantages of Xero
Exploring Xero's Different Editions
Homepage: Checking Out the Dashboard
Understanding Your Team Needs
Integrating Xero into Your Strategic Planning
Generating accurate, complete and timely data entry
Introducing Management Reporting and analysis capabilities of Xero
Taking Advantage of Support Options

Setting Up Xero from Scratch
Preparing for Set-Up
Checking your browser and system requirements
Collecting your business data
Working through the Set-Up Guide
Getting started • Organisation Settings
Financial Settings
Invoice Settings
Invite users
Understanding Your Chart of Accounts
Working out how account types affect your reports
Creating a chart of accounts that works for you
Developing your own chart of accounts
Setting Up Your Chart of Accounts
Using Xero's default Chart of Accounts
Customising your Chart of Accounts
Putting Your Accounts into Practice
Checking your conversion balances
Entering historical invoices, bills and credit notes
Adding Ways to Get Paid
Setting up bank accounts
Including credit cards
Online payment options
Tax Rates

Converting to Xero from Another System
Preparing to Import Data from a NonAccounting Program
Converting paper-based records
Working with spreadsheets
Getting Ready to Convert from an Accounting Program
Getting ready to convert
Converting exported CSV files into Excel
Preparing data for import
Mapping tax rates
Importing Data into Xero

Chart of accounts
Contacts
Inventory items
Sales
Bills
Bank transactions
Manual journals
Fixed assets
Unpresented payments or uncleared funds
Turning Off Your Old System
Accessing historical data
Moving to the new system
Confirming the switchover date

Finetuning Your Set-Up
Tools of the Trade: Understanding the Dashboard
Xero balance versus bank balance
Account Watchlist
Money Coming In
Money Going Out
Dealing with expense claims
Setting Up Users
Understanding user access levels
Inviting other users to access Xero
Taking Advantage of Live Bank Feeds
Activating live bank feeds
Organising bank accounts on your dashboard
Managing bank feeds
Manually Importing Statements
Bank Rules
Setting up bank rules
Managing bank rules

Managing Your Contacts
Setting Up Customers
Setting Up Suppliers
Tweaking Your Contacts after Set-Up
Finding your contacts
Managing your contacts
Grouping your contacts
Merging your contacts
Archiving your outdated contacts
Setting Up Employees

Managing Your Sales

Navigating the Sales Dashboard
Money Coming In
Customers Owing the Most — List
Customers Owing the Most — Pie chart
Mastering Basic Invoice Functions
Creating a new sales invoice
Saving, approving and cancelling invoices
Sending an invoice to a customer
Mastering More Advanced Invoice Functions
Designing clear invoices for a positive cash flow
Working with repeating invoices
Invoicing contact groups
Managing credit notes
Sending receipts
Recording Payments
Receipting against sales invoices
Recording income for a simple cash business
Taking Advantage of Email Templates
Creating a new email template
Deleting a template
Connecting with contacts via social media
Following Up on Outstanding Debtors
Making use of statements
Creating an Activity statement
Creating an Outstanding statement

Reconciling Your Bank Accounts

Preparing to Reconcile
Automagically Reconciling Accounts
Understanding the hierarchy for matching
Accepting transactions Xero has matched correctly
Tweaking Transactions to Reconcile
Matching misfit transactions
Create
Transfer
Discuss
Reviewing other possible matches
Taking Advantage of Cash Coding
Getting familiar with Cash Coding
Understanding bulk coding
Viewing Bank Statements
Viewing Account Transactions
Using the Spend Money and Receive Money Options
Direct Payment
Prepayment
Overpayment
Underpayment
Processing prepayments and overpayments
Searching for a transaction
Fixing Errors
Unreconciling a bank transaction
Removing and undoing a bank transaction

Managing Your Payables

Navigating the Purchases Dashboard
Managing Your Supplier Bills
Creating a new bill
Approving and cancelling bills
Making Payments
Recording an individual payment
Recording batch payments
Mastering Other Payment Considerations
Printing bills
Working with Repeating Bills
Scheduling payments
Stylising your check
Sending remittance advice
Managing credit notes
Entering Expense Claims
Adding a new expense claim
Making mobile expense claims
Submitting a claim for approval
Reviewing and authorising the claim
Paying the claim