

XERO ADVANCE + PAYROLL

Small business accounting has now been made easy. Xero is a Cloud based system that will revolutionise the way you manage your accounting. Bring yourself or your key staff members along to this full day training session and get excited about your bookkeeping!

Your trainer is a certified Xero Advisor and CPA who has personal experience in running a small business and knows first-hand how Xero can be best utilised to suit your situation.

TOPIC COVERED

- Understanding and setting Tracking Category
- Managing your inventory
- Setting up and sending out Purchase Orders
- Setting up Invoice Reminders
- Understanding Expense Claims
- Working with your Bank Accounts further
- Cover the best tips of setting up and processing payroll
- And take away an Advanced Certificate of Completion at the conclusion of your training.

TRAINING DAYS - WEEKDAYS & SATURDAYS AVAILABLE

We believe that a great way to learn is in person, and that's why we provide a face-to-face interactive workshop. Our Xero Training Program is conducted either at our CBD training facility or for larger teams we can come to your business. In addition to weekday training sessions we offer a limited number of Saturday sessions.

2 MONTHS OF EMAIL SUPPORT

Target Accounting sets itself apart from other Xero training organisation by providing an ongoing email support service for 2 months after the completion of your training course. This is a great opportunity to get help when you are first starting to use your newly acquired skills.

COST OF PROGRAM

\$350+GST per person

REFRESHER COURSE

The cost of your course entitles you to re-attend the Xero Advance Training Program within 12 months and receive 50% off the full price. Subject to availability.

SPECIAL OFFER

Bring a full-fee paying friend to your Refresher Course and receive a further \$50 off.

SAFELY TRANSFER FILES OVER TO XERO

Your Chart of Accounts, Bills, Journals and other Sales records in your previous systems can be converted over to Xero. And we can help you do that. If you have QuickBooks, Sage or MYOB systems please call us to safely and securely transfer your previous data files over to Xero.



To book or more information contact Target Accounting Service

info@targetaccounting.com.au

DETAILED COURSE OUTLINE

1. TRACKING CATEGORY

- Setting tracking categories
- Tracking transactions
- Assign a tracking option to a transaction
- Review reports by tracking category
- Rename, delete and restore tracking categories
- Delete a tracking category or option

2. INVENTORY

- Understanding inventory items
- Defining inventory accounts
- Setting up a Xero inventory item
- Creating inventory items
- Importing and exporting items details
- Managing Inventory Items
- Using inventory items reports
- Searching and reviewing inventory items
- Editing and deleting inventory items
- Adjusting inventory balances
- Periodic stock takes
- Adjusting inventory values
- Adjusting inventory quantities

3. QUOTES

- Understanding quotes
- Understanding quotes input fields
- Creating a quote
- Sending, printing and deleting a quote
- Tuning a quote into sales invoice
- Accepting and declining a quote
- Copying quotes

4. INVOICE REMINDERS

- Understanding invoice reminders
- What you can do with reminders
- Turn on your invoice reminders
- Turn invoice reminders on or off
- Add an invoice reminder



5. EXPENSE CLAIMS

- Understanding expense claims
- Understanding expense claims input fields
- Creating an expense claim
- Editing and viewing expense claim
- Submitting an expense claim
- Approving or declining an expense claim
- Paying an expense claim

6. BANK RECONCILIATION (ADVANCE)

- Resolving reconciliation issues
- Prepayment
- Overpayment
- Fixing coding and errors
- Deleting duplicate bank statements

7. PAYROLL SETTINGS

- Understand Organisation setting
- Setting up pay Calendars
- Understanding Holidays
- Understanding Pay Items
- Understanding Superannuation
- Earning Rate - Ordinary Time Earnings
- Earning Rate - Overtime Earnings
- Earning Rate - Allowance
- Adding a Deduction item
- Adding a Reimbursement item
- Setting up a Leave on normal entitlement and leave loading

8. SETTING UP EMPLOYEE

- Entering Personal details
- Completing Employment information
- Entering Superannuation information
- Lodging Tax information via Xero
- Setting up Bank accounts
- Review Payslips
- Setting up Pay Template
- Entering Opening Balance
- Inviting employees to the Employee Portal
- Custom Integration

9. MANAGING TIMESHEET AND LEAVE REQUESTS

- Understanding Leave Balance
- Understanding Sick Leave and Annual Leave



- Choosing leave calculation method
- Creating a draft timesheet on behalf of employee
- Saving Timesheet as template
- Approving a Timesheet
- Reverting and deleting an approved Timesheet
- Accessing management reports
- Selecting your favourite business reports
- Customising report display
- Customising report layouts
- Grouping different accounts
- Adding summary, footnotes, supporting information to reports
- Understanding draft, published, archived reports
- Exporting reports

10. PAYRUN

- Adding a new Pay run
- Understanding Pay run window
- Reviewing and editing current Pay run
- Posting a Pay run
- Sending out Payslips
- Reviewing payroll reports