



XERO GST TRAINING + SUPPORT

To ensure reporting the correct amount of GST to ATO and avoid penalty charge, this course will teach you when each of Xero's GST codes should be utilised and how to use Xero Activity Statement Reports. 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

- How does GST in Xero work?
- Setting up for GST
- Simpler BAS
- Managing GST day to day in Xero
- GST Reporting
- GST Best Practice

TRAINING DAYS - WEEKDAYS & SATURDAYS AVAILABLE

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

\$200 + GST per person

REFRESHER COURSE

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

REFRESHER COURSE

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

To book or more information contact Target Accounting Service

info@targetaccounting.com.au



DETAILED COURSE OUTLINE

1. GST SETTINGS

Organisation Settings
Financial Settings
Tax Rates
Chart of Accounts
Payroll Settings
Invoice Settings
Inventory items
Conversion Balances
Contact

2. SIMPLER BAS

Simpler BAS and Full BAS reporting method
Choose setting for your Simpler BAS
Choose setting for your Full BAS

3. MANAGE GST DAY TO DAY IN XERO

Cash Transactions
Invoicing
Manual Journals
Correcting Errors
Adjusting the GST amount on paid transactions
Record BAS or IAS payments or refunds from the ATO
Specialised transactions

4. GST REPORTING

Simpler BAS
Full BAS
IAS
GST Calculation worksheet
GST Audit Report
GST Reconciliation report
Payroll Report

5. GST BEST PRACTICE

The process for preparing a GST return
How to process certain type of transactions
GST Review checklist