



# Continuing Professional Education



## Xero Advanced

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<b>Presenter:</b>	Brett Thornett MIPA
<b>Date:</b>	Thursday 26 March 2015
<b>Time:</b>	9.00am to 4.00pm
<b>Venue:</b>	Applied Education Level 1, 524 Hay St, Perth WA
<b>Fee:</b>	Member \$349.00 (inc GST) Non-Member \$399.00 (inc GST)
<b>Includes:</b>	Course Notes, Tea Breaks and Lunch
<b>CPE Hours:</b>	7

### Introduction

The growing popularity of Xero is requiring bookkeepers and business owners to attain a strong command of the various functions of this versatile accounting software package.

The Xero Advanced training course is designed to build on the introductory skills from the Xero Accounting & Payroll course. This course is ideal for accountants, bookkeepers and business owners who want to expand their knowledge of Xero beyond the basic functions.

### Prerequisites

The *Xero Advanced training course* assumes some basic operating knowledge of Xero which can be gained from the Xero Accounting & Payroll course. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Topics

- Customising Xero Invoicing, Quoting & Templates
- Advanced Items
- Customised Reporting and Layouts in Xero
- Importing and exporting data including mail merge via word and outlook
- Salary Packaging in Xero – Motor vehicles and FBT obligations
- Advanced Payroll

### Learning Outcomes

Learn how to take advantage of the many advanced features aimed at enhancing productivity.

### Recommended for:

Accountants, Bookkeepers and Business Owners

### About the presenter

BRETT THORNETT MIPA CPA

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and has lectured in commercial law, accounting, finance and accounting data applications.

Brett joined Applied Education in 2001. His success in training and professional qualifications made him the ideal person to set up Applied Education's Payroll & Office Tax Procedures and Salary Packaging training courses.

**Xero Advanced****IPA** INSTITUTE OF PUBLIC  
ACCOUNTANTS  
*Partnership beyond numbers***Date:** Thursday 26 March 2015**Time:** 9.00am to 4.00pm**Venue:** Applied Education, Level 1, 524 Hay St Perth WARegister on-line at [publicaccountants.org.au](http://publicaccountants.org.au) or complete registration form and return to:

Institute of Public Accountants, Locked Bag 9, South Perth, WA 6951

Ph: 08 9474 1755 Fax: 08 9474 2911

## Registration Details

Title IPA Member # Postnom. ☐ Non Member

First Name Surname

Second Attendee

Organisation

Postal Address ☐ Work ☐ Home

Suburb State Postcode

Phone # Fax #

Email Address

Dietary Requirements

## Payment Details

*This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.*

Amount Payable	IPA Member	Non Member	
	\$349.00	\$399.00	(Registration Fee includes GST)

*\*Regional Members - All regional members located 200kms from Perth are entitled to a 25% discount on the registration fee.*

### Payment Method

Cheque ☐ Please find enclosed my cheque payable to 'Institute of Public Accountants' for \$Credit Card ☐ Please debit my credit card the sum of: \$Card type ☐ MasterCard ☐ Visa ☐ American Express

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**Cancellation Policy** Cancellations must be advised in writing at least 6 working days prior to the activity date. Transfers out of a course are viewed as a cancellation and an administrative fee of 10% to a minimum of \$27.50 (incl GST) will be incurred for cancellations. A refund will not be granted if a registrant fails to attend an activity or cancels within 5 working days prior to the activity. Course materials will be sent to registrants who cancel in the non-refund penalty period. Substitutions can be made at any time without penalty. The IPA cancels seminars only when absolutely necessary, but reserves the right to do so, as well as to reschedule seminars and substitute presenters. If a course is cancelled, you may request a transfer to another course, a credit, or full refund. Please note the IPA will not be held liable for any accommodation or associated travel costs should a seminar be cancelled or rescheduled.