



Unlock your potential

Xero – Accounting & Payroll

Presenter: Brett Thornett MIPA
Date: Tuesday 1 September 2015
Time: 9.00am to 4.00pm
Venue: Applied Education
Level 1, 524 Hay St, Perth WA
Fee: Member \$349.00
Non-Member \$399.00
Includes: Course Notes, Tea Breaks and Lunch
CPE Hours: 7

Introduction

With the demand for “cloud (live) accounting” growing exponentially, you cannot afford to be left behind. Cloud accounting is now a reality and it will change the way you run your business – no more lost backups and no locking out of clients from their data files. It also uses live bank feeds that map directly into your ledger – saving hours of data entry time coding repetitive transactions.

Learning Outcomes

To gain the practical knowledge to use Xero in practice.

Recommended for:

Accountants, Bookkeepers or End-users of accounting software looking to update their knowledge.

Topics

- An independent evaluation of the advantages and disadvantages of using cloud software
- Software overview
 - Xero dashboard and settings
 - Browser techniques to best use cloud software
- Using Xero as a cash book
 - Bank Feeds and bank statement import
 - Auto coding – Bank rules
 - Bank reconciliation
- Accounts receivable module
- Accounts payable Module
 - Paperless and data entry free solutions
- Xero Payroll
 - Employee setups
 - Setting up payroll items
 - Payrun procedures
 - Annual Leave and Personal Leave
 - The employee portal
 - Terminations
 - Year-end payment summaries

About the presenter

Brett Thornett MIPA | Applied Education

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.

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ACCOUNTANTS
Partnership beyond numbers

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Dietary Requirements

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

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