



Xero Advanced

Presenter: Brett Thornett MIPA
Date: Wednesday 16 December 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

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 | 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.

Xero Advanced**IPA** INSTITUTE OF PUBLIC ACCOUNTANTS
Partnership beyond numbers**Date:** Wednesday 16 December 2015**Time:** 9.00am to 4.00pm**Venue:** Applied Education, Level 1, 524 Hay St Perth WARegister on-line at publicaccountants.org.au or complete registration form and return to:

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

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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)

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Payment Method

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