



Unlock your potential

## Xero Accounting & Payroll

<b>Presenter:</b>	Brett Thornett MIPA
<b>Dates:</b>	Wednesday, 17 February 2016
<b>Time:</b>	9.00am to 4.00pm
<b>Venue:</b>	Applied Education Level 1, 524 Hay Street, Perth
<b>Course Fee:</b>	\$300 Member \$349 Non Member
<b>Includes:</b>	Session notes, lunch and tea breaks.
<b>CPE Hours:</b>	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.

### Topics Covered:

- 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

### 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.

### 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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Register 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 Email: [wadivn@publicaccountants.org.au](mailto:wadivn@publicaccountants.org.au)

## Registration Details

Title  IPA Member #  Postnom.  Non Member

First Name  Surname

Second Attendee

Organisation

Postal Address   Work  Home

Suburb  State  Postcode

Phone #  Fax #

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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	IPA Regional Member*	Non Member
Early Bird	\$300.00	\$240.00	\$349.00 (Registration Fee includes GST)
Regular	\$300.00	\$240.00	\$349.00 (Registration Fee includes GST)

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

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