



Unlock your potential

Xero Advanced

Presenter:	Brett Thornett MIPA
Dates:	Thursday, 18 February 2016
Time:	9.00am to 4.00pm
Venue:	Applied Education Level 1, 524 Hay Street, Perth
Course Fee:	\$300 Member \$349 Non Member
Includes:	Session notes, lunch and tea breaks.
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.

Topics Covered:

- 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

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.

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



Date: Thursday, 18 February 2016

Time: 9.00am to 4.00pm

Venue: Applied Education, Level 1, 524 Hay Street, Perth

Register on-line at 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

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	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.

Payment Method

Cheque Please find enclosed my cheque for: \$

Credit Card Please debit my credit card the sum of: \$

Card type MasterCard Visa American Express

Card Number Exp. Date /

Cardholder Name Signature

Privacy Statement The Institute of Public Accountants (IPA) acknowledges the importance of privacy and of safeguarding personal information. Any personal details provided to the IPA will be protected in line with the National Privacy Principles and the laws and regulations regarding such matters as are applicable in Australia. The IPA will not collect or monitor any personal information about you without your consent nor will it use or disclose to others your personal details without prior authorisation unless: it is required by the law or the courts; it is necessary because of the service you are using or for a service you have requested; to protect the rights or property of others. The information is being gathered to process your registration, you may withhold providing the information but this will make processing your registration difficult. The information requested is intended only for the use of the IPA and our approved service providers.

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.