



## Advanced Bookkeeping

### This course is designed for:

- Accounting students and graduates who would like to gain bookkeeping experience in a professional environment, handling real client scenarios
- Individuals who would like to further develop their skills in bookkeeping
- Business owners who wish to manage their own accounts
- Accounting professionals with qualifications from overseas and require work experience within an Australian firm

### Course Features:

- CPA Qualified Trainers
- Xero Certified Supervisors
- Face-to-face training
- Flexible learning schedule
- Xero account access
- Professional experience Letter
- Phone reference check
- Gain practical experience in a CPA Practice
- One-on-one career guidance with accountants
- Become a certified Xero Bookkeeping Advisor

### Course Overview:

- Modifying Xero chart of accounts
- Accounts receivable and payable in Xero
- Xero bank reconciliation & managing accounts
- Credit card reconciliation
- Accruals and adjusting entries
- Inventory management and supplier reconciliation
- Depreciation
- Fixed asset register
- Understanding and setting up all payroll operations in Xero
- Forecasting and cash flow analysis / management
- Report processing - monthly and yearly
- Providing BAS services
- PAYG and instalment activity statements
- The mechanics of GST and the BAS
- Methods for calculating GST liability
- Fringe Benefits Tax
- Preparing BAS and GST reporting

**Career Pathway:** Accounts Administration, Bookkeeper, Assistant Accountant, Payroll officer

**Duration:** Six Days

**Delivery Mode:** Online and Face to face (in practice)

**Investment:** \$1200 +GST

Payment plan available\*

## Bookkeeping Learning Skill sets

1. Xero introduction, Dashboard overview and getting started with Xero for the first time
2. Modifying Xero Charts of accounts
  - Inserting Balance sheet accounts
  - Inserting Income statement accounts
3. Managing contacts
  - Adding new suppliers and customers in XERO
  - Modifying existing contacts
4. Generating Sales invoices and Bills (Purchases)
  - Creating and customising sales invoice in XERO and generating sales quotes
  - Creating bills of purchases and generating purchase orders
5. Accounts payables and Receivables introduction
  - Overview of payables and receivables
  - Processing of sales invoices in XERO
  - Processing and payment of bill of purchases in XERO
6. Bank Reconciliation
  - Overview of bank reconciliation tabs
  - Reconciliation process
  - Getting expertise in reconciling banks in multiples ways
  - Creating bank rules in reconciliation
7. Creating adjusting and accrual entries at the End of Financial year
  - Accrual Entries
  - Prepaid entries
  - Posting in ledger
  - Trail Balance
8. Generation of reports from XERO along with creating budget forecasts
  - Statement of financial position and Statement of financial performance
  - Cash flow statement
  - Ageing reports
  - Creating budget forecasts from XERO
  - Cash flow forecasting and analysis
9. Overview of Payroll in XERO
  - Setting up Payroll calendar
  - Adding new employee in XERO (Personnel details, Tax details, superannuation details)
  - Setting up a pay template
  - Setting up Single Touch Payroll for ATO
  - Running a live payroll on XERO
  - Generating payroll reports
10. Gaining expertise in understanding, creating and lodging BAS
  - Overview of GST, IAS and BAS statements
  - Creating BAS from Bank statement by using bank coding and Pivot tables
  - Setting up a BAS in XERO
  - Generating BAS from XERO
  - Filing and lodging BAS on ATO portal