



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
- Job seekers wanting to further develop their skills in bookkeeping
- 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
- Certificate of Completion
- Professional Reference Letter
- Phone reference check
- Gain practical experience in a CPA Practice / Experience an office routine on day to day basis
- One-on-one career guidance with accountants
- Become a certified Xero Bookkeeping Advisor

Course Overview:

- Introduction to Xero online
- Setting up company files using Xero
- Modifying Xero chart of accounts
- Managing contacts within Xero
- Recording day to day transactions, invoicing and quotes
- Xero purchases and bills
- Xero bank reconciliation & managing accounts
- Xero reporting: essential reporting, trial balance, profit & loss and balance sheets
- Understanding and setting up all payroll operations in Xero
- PAYG withholding

Career Pathway: Accounts Administration, Bookkeeper, Junior Accountant, Payroll officer

Duration: Two Days

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

Investment: \$400+ GST

Payment plan (weekly and monthly) available

Bookkeeping Learning Skill sets

1. Xero introduction
2. Dashboard overview
 - Getting familiar with Xero dashboard
 - Info about basic tabs
3. Getting started with Xero for the first time
 - Purchasing of Xero
 - Creating of Xero account
 - Starting up Xero
4. Setting up organization details
 - Add company details using template
5. Modifying Xero Charts of accounts
 - Inserting Balance sheet accounts
 - Inserting Income statement accounts
6. Managing contacts
 - Adding new suppliers and customers in XERO
 - Modifying existing contacts
7. Generating invoices
 - Introduction to sales invoices
 - Creating and customising sales invoice in XERO
 - Generation of sales quotes
8. Generating Bills (Purchases)
 - Introductions to bills (Purchases)
 - Creating bills of purchases and generating purchase orders
9. 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
10. Bank Reconciliation
 - Overview of bank reconciliation tabs
 - Reconciliation process
 - How to reconcile transactions in XERO
11. Accounting Cycle knowledge
 - Entries
 - Recording in General journal
 - Posting in ledger
 - Trail Balance
 - Statement of financial position
 - Statement of financial performance
 - Cash flow statement
12. Overview of payroll form Xero.