

NON-ACCREDITED XERO FOR BEGINNERS

COURSE OBJECTIVE

This course is designed and ideal for participants just starting out with Xero as first time users, or those transitioning from other accounting platforms and assumes no prior knowledge of Xero Accounting Software

COURSE CONTENT

Topics covered include;

- Xero Introduction
- Xero Setup
- Users
- Chart of Accounts
- Bank Accounts
- Conversion Balances
- Contacts
- Invoicing - Sales
- Quotes
- Purchases
- Purchasing Orders
- Expense Claims
- Reconciliation
- Fixed Assets
- Reports

COURSE DELIVERY

- Classroom based, small class sizes
- Instructional, trainer led demonstrations
- Hands-on student practice
- Revision tasks for each unit covered
- Extremely knowledgeable and experienced trainer
- Laptops supplied
- Trainers laptop projected for easy view by all students, easy to follow along

COURSE DETAILS

Duration: 1 day
Time: 9.00am - 5.00pm
Location: 2a Hedley Street, Mt Gambier SA

PRE-REQUISITES

- Basic literacy & numeracy skills
- Basic computer skills

DELIVERY

- Classroom participation
- Written/verbal activities

COST

\$195 per participant
Includes training materials and delivery
(Discount bundles available – conditions apply)

COURSE OUTCOME

- On completion of this course, participants will receive a Certificate of Attendance



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GRAMAC TRAINING SOLUTIONS (RTO#70249)

1a Hedley Street, Mount Gambier SA 5290

Email: info@gramac.com.au

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PARTICIPANTS MUST

- Photo identification is mandatory requirement** (Australian Drivers Licence, Passport or Proof of Age card). ID must contain photo, signature and date of birth

COURSE PATHWAYS

