

Xero Accounting Course information

Course Content (½ day)

Fixed Assets

- Draft assets
- Register an asset
- Sell or dispose of an asset
- Depreciation
- Depreciation schedule report
- Fixed asset reconciliation report

Manual Journals

- New manual journal
- New repeating manual journal
- Journal report

Accounting Reports

- Reconciliation reports
- Management report
- General ledger report
- Account transactions report
- Detailed account transactions report

Business Activity Statement

- Activity statement report
- GST reconciliation
- GST calculation worksheet
- GST audit report
- PAYG tax withheld
- Publish the BAS

Other Accounting Tools

- Find and recode transactions
- View history and notes activity
- The Assurance Dashboard
- Conversion balances