XERO TRAINING

1. Information required

- Organisational Settings - Address, contact details, logo, etc.
- Financial Settings - GST reporting
- Chart of Accounts - add / remove / edit / adjust tax rates / link bank accounts & PayPal
- Invoice Settings - add logo, bank details, etc.
- Currency - add foreign currencies

2. Contacts

- Important to have correct details and be consistent with using the correct customer/supplier files
- You are able to link with other companies, if you know they are on Xero

3. Invoices / Inventory

- Add items through inventory → flow to invoices
- Ability to send quotes with terms

4. Purchases

- If on a cash basis, easily done through the bank rec
- If you would like to track purchases/expenses, you can add the expense and once paid for it should match with the bank item

5. Bank Reconciliation / Transactions

- Match / create / transfer
- Creating rules for weekly / monthly expenses

6. Payroll

- Set up card file
- Super details
- TFN details

7. Reports

- Activity Statement - Audit Report
- Profit and Loss
- Balance Sheet
- All reports

xero PLATINUM PARTNER

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