



# Advanced Xero Package

Gain an advanced workforce ready skill set in Xero



# Advanced Xero Package

It's one of the most highly awarded Xero courses that you could take. The Diploma in Xero for accountancy, bookkeeping and administration roles is loaded with specially related achievements. These include certificates in Xero, Xero Payroll, Advanced Certificate in Xero. Plus you'll receive the official Xero Advisor Certification on completion. If you want to be quickly acknowledged and highly rewarded, then this Diploma is the one.

**Start Date:** Get instant access within 1 business day.

**Course Duration:** Approximately 40 hours.

**Access Time:** You'll have 24/7 access to your course material for up to 6 months until you complete.

**Delivery and Support:** 100% online with unlimited tutor support via phone and email.

**Assessments:** Multiple choice, short answer and practical assessments.

**Investment:** \$995 + GST  
or only \$25 per week  
on an interest free payment plan.



## All the Right Choices

- ✓ You'll be provided with comprehensive one-on-one tutor support.
- ✓ Flexible start dates – enrol online and start when you are ready.
- ✓ Complete your studies online, at your own pace.
- ✓ With the course approved by the CPD Certification Service, you'll gain 40 continuing professional development hours.
- ✓ This course is accredited by the International Association of Accounting Professionals.
- ✓ The course has been developed and delivered by an IAB Accredited Training Provider.
- ✓ The Career Academy is a Xero Education Partner – you'll receive updated course material with the latest Xero functions, tips and tricks
- ✓ Upon successful completion, you'll receive Xero's official advisor certification in addition to your course qualification.
- ✓ Get a FREE 12-month student membership to the Institute of Public Accountants on enrolment.

## This Package Combines the Following Four Certifications

- ABKA2020 – Certificate in Xero
- ABKA1016 – Certificate in Xero Payroll
- ABKA2015 – Advanced Certificate in Xero
- ABKA0001 – Official Xero Advisor Certification

# Certificate in Xero

## ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

## ABKA130 Xero Chart of Accounts

This course will provide an introduction to the Chart of Accounts in Xero and will include but not be limited to the process of accessing the Chart of Accounts, adding new accounts, account classifications and their code ranges, as well as the process that the Xero program applies for tax settings.

## ABKA136 Managing Contacts with Xero

This course will provide an introduction to managing contacts in Xero, and will include but not be limited to the process for creating new customers, suppliers and employees in Xero, how to import and export contacts, as well as the process for archiving contacts.

## ABKA198 Xero Sales, Invoices, Quotes & Inventory

This course will take a look at Xero invoicing, sales, quotes and inventory, including but not limited to the different invoice types available in Xero, customer statements, inventory, and how to create invoices,

## ABKA220 Xero Purchases & Bills

This course will provide an introduction to working with purchases and bills in Xero, including but not limited to the process for managing bills, repeating bills and credit notes in Xero, how to perform batch payments

## ABKA174 Reconciliation and Managing Accounts in Xero

This course will take a look at bank reconciliation in Xero, and will include but not be limited to the process of bank feeds in Xero, how overpayments and prepayments work, and the various bank reconciliation options.

## ABKA194 Introduction to Xero Reporting

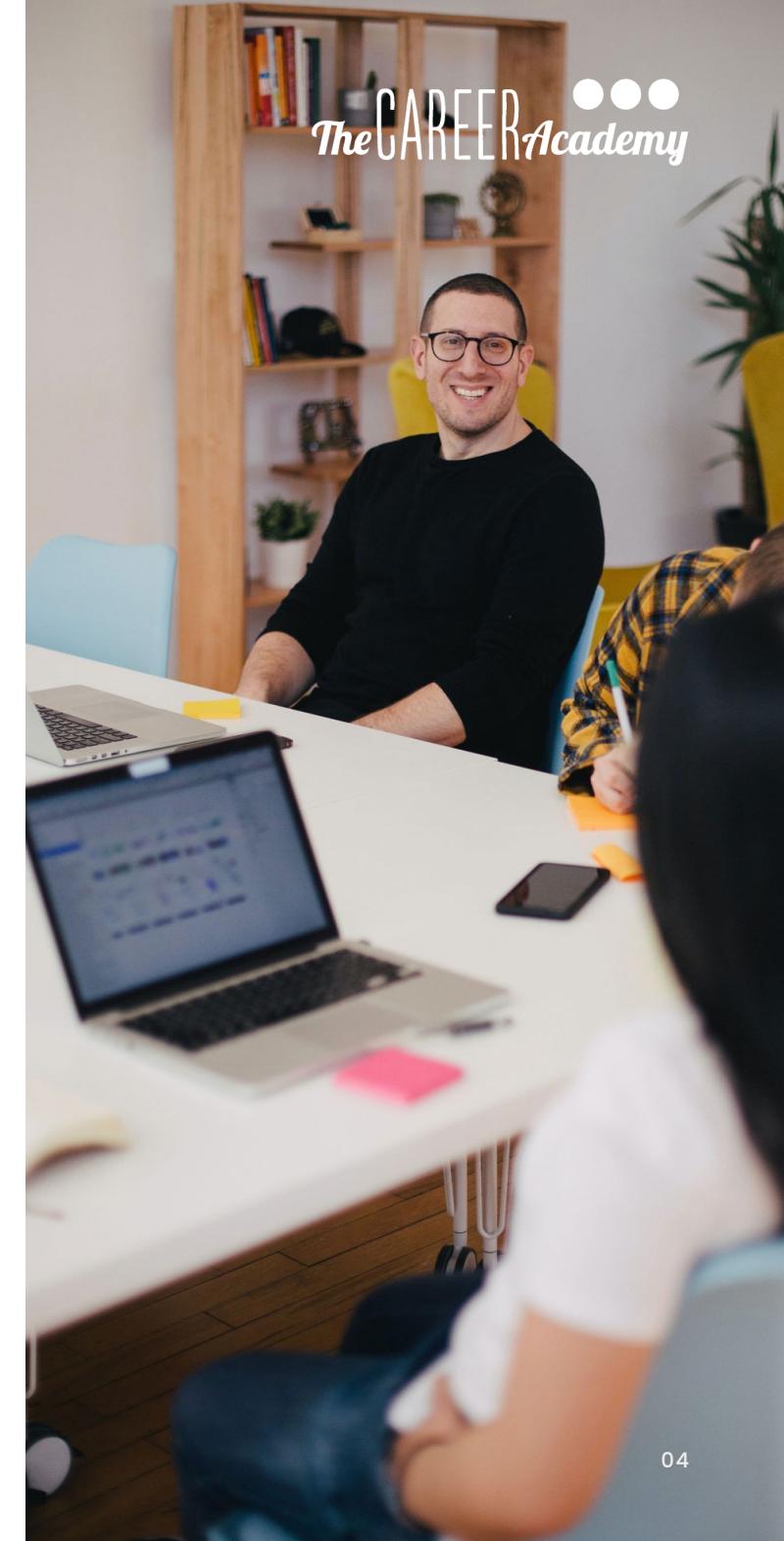
This course will provide an introduction to the Xero Report Centre, and will look at how to generate and view interactive reports in Xero, how to customise, publish and export reports, and the process of running and lodging a Business Activity Statement.

## ABKA210 Introduction to Xero Add-ons

This course will provide an introduction to Xero's add-ons and apps, and will include but not be limited to an overview of four Xero add-ons built and owned by Xero and a look at the Xero App Marketplace.

## ABKA292 Certificate in Xero Assessment

Complete a practical case study based assessment using Xero.



# Certificate in Xero Payroll

## ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

## ABKA200 Setting up Xero Payroll

This course will provide an introduction to setting up the Xero Payroll module, and will include but not be limited to how to assign users with payroll administration access, how to create pay calendars, and how to create holiday groups.

## ABKA182 Managing Payroll Items with Xero

This course will take a look at new employees and leave requests in Xero, and will include but not be limited to setting up employees, entering opening balances, and assigning leave.

## ABKA107 New Employees & Leave Requests with Xero

This course will provide an introduction to pay templates in Xero, and will include but not be limited to how to produce new pay templates, how to apply changes to pay templates and how to apply changes to employee earnings.

## ABKA179 Pay Templates in Xero

This course will take a close look at creating and posting pay runs in Xero, and will include but not be limited to processing pay runs, creating unscheduled pay runs, reverting posted pay runs and modifying

## ABKA178 Pay Runs in Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

## ABKA183 Payslips & Payroll Reporting with Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

## ABKA145 – Employment Payment Summaries with Xero

This course will provide an introduction to Employment Payment Summaries, including but not limited to the procedure for reconciliation from payroll to the general ledger, how to prepare payroll for the year end and how to produce employment payment summaries so that they can be filed with the ATO and published to the employee's secure portal.

## ABKA294 Certificate in Xero Payroll Assessment

Complete a practical case study based assessment using Xero.



# Advanced Certificate in Xero

## ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

## ABKA212 Aged Receivables & Payables in Xero

This course will provide an in-depth overview of aged receivables and payables, a fundamental area for business owners and accounting staff. This includes but is not limited to the aged receivables and payables process and reports, as well as the cash conversion cycle and ratio reports.

## ABKA199 Managing Fixed Assets with Xero

This course will provide an overview of fixed assets in Xero, including but not limited to the process for setting up fixed assets, how to view the fixed asset register and disposal schedule, depreciation options and processes, and the fixed asset reconciliation report.

## ABKA206 Budgeting with Xero

This course will look at how to access the budgeting module in Xero and will include information on the purpose of creating and working to a budget, how to create an overall budget in Xero, and instructions on how to import or export budgets and generate budget reports.

## ABKG207 Tracking Categories in Xero

This course will provide guidance on how to set up tracking categories to monitor and analyse different areas of a business, and will include but is not limited to the process for creating tracking categories in Xero, the

## ABKA208 Report Preparation and Analysis in Xero

This course will provide an in-depth look at the reporting options in Xero, including but not limited to an overview of the wide range of reports that can be generated in Xero, the Business Activity Statement (BAS) and Instalment Activity Statement (IAS), and a look at ratio analysis and ratio categories.

## ABKA139 Customising Templates in Xero

This course will provide a close look at the useful tool of creating fully customised templates in Xero, and will include but not be limited to the process of creating and assigning branded themes to invoices, purchase orders and credit notes, making a custom branded theme the new default theme, as well as the process of modifying or deleting existing templates.

## ABKA209 Introduction to Projects and Expenses

This course will provide an introduction to the many features and tools of Xero Projects and Xero Expenses, both Xero products offered as optional integrations to add to a Xero subscription. It will include but not be

## ABKA293 Advanced Certificate in Xero Assessment

Complete a practical case study based assessment using Xero.



## Official Xero Advisor Certification

Receive access to Xero's official advisor certification. This contains assessment questions to test your knowledge and understanding of Xero, based on what you have learned in the Certificate in Xero, Certificate in Xero Payroll and Advanced Certificate in Xero. This certification is issued by Xero and is a frequent request of employers.



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