

Certificate in Xero

Quickly learn Xero software at the beginner level



Certificate in Xero

Learn the quick and easy way to manage business accounts using Xero. This is a great course designed for business owners or managers, accounts people or anyone managing business accounts, or for those who are looking to further their knowledge in Xero software. Plus, on successful completion, you'll receive Xero's official advisor certification in addition to your course qualification.

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 15 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:	\$395 + GST or only \$25 per week on an interest free payment plan.



All the Right Choices

- ✔ Learn how to use Xero to manage your own business accounts or your client's accounts.
- ✔ Gain a strong understanding and practical knowledge of Xero to advance your business or career.
- ✔ Be rewarded with an industry recognised qualification; a Certificate in Xero is a frequent request of employers.
- ✔ Earn 15 Continuing Professional Development hours and receive unlimited tutor support from experienced professionals.
- ✔ Flexible online study; work at your own pace, in your own time.
- ✔ The Career Academy is a Xero Education Partner; you'll be provided with updated course content and the latest Xero functions, tips and tricks.
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With a Certificate in Xero, there's a number of valuable things you'll learn

- ✔ Access the chart of accounts and then customise the account listing to suit your needs.
- ✔ Identify the different invoice types, create invoices, customise invoice templates and apply branding themes.
- ✔ Create quotes, customer statements and understand how to account for inventory in Xero.
- ✔ Understand the process for managing bills, repeating bills and credit notes and how to apply full and partial payments to bills.
- ✔ Create and review financial reports.
- ✔ And much, much more!



Course Curriculum

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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.



Start Upskilling Today!

Follow our easy 5-step enrolment process - it only takes a few minutes to get started!



1. Click on 'Get Started Now'



2. Choose your course



3. Proceed to payment



4. Receive login details



5. Start Learning!

Get Started Now

