

# Certificate in Xero Payroll

Eliminate all payroll stress and worry



# Certificate in Xero Payroll

Managing your payroll and PAYG returns can be a real worry sometimes. Well with Xero Payroll from The Career Academy it can all simply disappear. Once you become your own payroll administrator, it will enable you to connect your payroll to your accounting system, saving valuable time and stress managing the payments. And your competency skill will be increased; so will your career prospects.

<b>Start Date:</b>	Get instant access within 1 business day.
<b>Course Duration:</b>	Approximately 15 hours.
<b>Access Time:</b>	You'll have 24/7 access to your course material for up to 6 months until you complete.
<b>Delivery and Support:</b>	100% online with unlimited tutor support via phone and email.
<b>Assessments:</b>	Multiple choice, short answer and practical assessments.
<b>Investment:</b>	\$395 + GST or only \$25 per week on an interest free payment plan.



# All the Right Choices

- ✔ Learn how to use single touch payroll with Xero, making payroll so easy.
- ✔ Increase your skills and become confident in Xero Payroll.
- ✔ Be your own payroll administrator; save money on payroll fees.
- ✔ Work with experienced tutors and other students to successfully complete your course.
- ✔ This course is delivered by an IAB Accredited Training Provider, plus this course is accredited by the International Association of Accounting Professionals.
- ✔ The content of this course has been certified by the CPD Certification Service. Gain 10 continuing professional

## The payroll course that pays off

- ✔ For small business owners or anyone who manages the payroll function within a business.
- ✔ Accountants, BAS Agents, Bookkeepers or job seekers who desire a payroll position.
- ✔ Individuals currently in a payroll type role wanting to upskill, and who would like to gain a Xero Payroll certificate.



## Course Curriculum

# 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.

# 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

