

## NON-ACCREDITED EVERYDAY WITH XERO ACCOUNTS

### COURSE OBJECTIVE

This course is designed to develop the skills necessary to effectively use Xero Accounts Transactions conducted day to day in business. Through this hands on course you will learn to navigate and utilize various features of Xero, and gain working knowledge that will allow for day to day use of Xero Accounting Software

### COURSE CONTENT

#### Topics covered include;

- Xero set up
- Business and GST
- Accessing an Organisation through Xero
- Working with the Chart of Accounts
- Contacts records
- Using Items
- Spend Money – Purchases
- Receive Money and Invoices
- Bank Reconciliation
- Petty Cash
- Reports

### COURSE DELIVERY

- Classroom based, small class sizes
- Instructional, trainer led demonstrations
- Hands-on student practice
- Revision tasks for each unit covered
- Extremely knowledgeable and experienced trainer
- Laptops supplied
- Trainers laptop projected for easy view by all students, easy to follow along

### COURSE DETAILS

**Duration:** 1 day

**Time:** 9.00am - 5.00pm

**Location:** 2a Hedley Street, Mt Gambier SA

### PRE-REQUISITES

- Basic literacy & numeracy skills
- Basic computer skills
- Suitable for people with some experience using other accounting packages

### DELIVERY

- Classroom participation
- Written/verbal activities

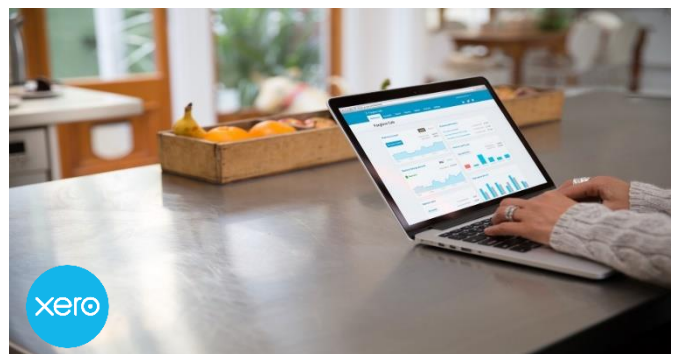
### COST

\$195 per participant

*Includes training materials and delivery*  
(Discount bundles available – conditions apply)

### COURSE OUTCOME

- On completion of this course, participants will receive a Certificate of Attendance



**(08) 8724 8577**

**[www.gramacsolutions.com.au](http://www.gramacsolutions.com.au)**

**GRAMAC TRAINING SOLUTIONS (RTO#70249)**

1a Hedley Street, Mount Gambier SA 5290

Email: [info@gramac.com.au](mailto:info@gramac.com.au)

### COURSE OUTCOME

- On completion of this course participants will receive a Certificate of Attendance

### PARTICIPANTS MUST

- **Photo identification is mandatory requirement** (Australian Drivers Licence, Passport or Proof of Age card). ID must contain photo, signature and date of birth

### COURSE PATHWAYS

