



Get Started with XERO

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$375

Duration - 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBFIN301 – Process financial transactions

BSBFIN302 – Maintain financial records

Course Objectives

On completion of this course, attendees will be able to use MYOB to process accounts in a small business or for a department in a larger business.

Learning Outcomes

Introduction to XERO

- The user interface
- File Management
- Help

Contacts

- Creating Contacts
- Creating, modifying and deleting Contacts

Purchases

- The Purchasing Life Cycle
- Layouts
- Quotes, Purchase Orders and bills
- Receiving Items

Paying for Purchases

- The Purchases Register
- The To Do List
- Find Transactions
- Making Payments

Sales

- The selling Life Cycle
- Layouts
- Quotes, Orders and invoices

Receiving Payments

- The Sales Register
- The To Do List
- Find Transactions
- Making Payments

Inventory

- Checking Inventory
- Items List
- Items Register
- Adjust Inventory

Banking

- Making and receiving Payments
- Recurring Payments

Reconciliations

- Reconciling accounts

Reports and Exporting

- Built-in Reports
- Exporting Reports
- Customising Reports

Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.