



Seed
TRAINING GROUP

Xero Program

ONLINE / ON-CAMPUS

ABOUT THE COURSE

This course is ideal for those who want to gain comprehensive and practical skills in this popular and user-friendly bookkeeping software.

- 100% real-world case studies
- Step by step manual provided

UNITS

This course includes training in the following areas:



Setting Up A Company
Chart of Accounts
Bank Fees and Bank Rules
Transfer Funds
Managing Contacts
Processing Accounts Payable and Accounts Receivable
Recording Deposit on Sales
Recording Credit Notes and Over-payments
Processing Payroll – PAYG Withholding and PAYG installments
Recording Employer Contributions and Deductions in Payroll
Setting Up Inventory Items
Inventory Adjustments for Month-end via General Journal
Bank Reconciliation
BAS / GST Return Lodgement
Generating Profit & Loss and Balance Sheet

**A free XERO education version will be included in this course.*

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.

CAREER OPPORTUNITIES

- Bookkeeper
- Accounting Clerk
- Accounts Officer
- Accounts Payable Officer
- Accounts Receivables Officer
- Payroll Officer
- Accounts Assistant
- Accounts Administration Officer

PRICE

2 days on campus **\$399**/ 12 months online **\$299**

DURATION

2 days on campus or up to 12 months online

ASSESSMENTS

Case studies

ENTRY REQUIREMENT

There are no formal education entry requirements.

EQUIPMENT NEEDED

- PDF reader
- A computer (Windows recommended) with internet and web browser access
- Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office)

RELATED COURSES

- MYOB Payroll
- MYOB Comprehensive
- MYOB Advanced
- Bookkeeping Program
- Individual Taxation
- Business Taxation
- Tax Accountant Program
- General Accountant Program
- Internship Placement

FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

**Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.*