Module 1: Getting Started With Xero

- 1.1. Meet your tutor, accountant and Xero expert, Simon Gawn
- 1.2. Course overview and first steps
- 1.3. Setting up your company
- 1.4. Your Xero dashboard
- 1.5. Chart of accounts
- 1.6. Your products and services
- 1.7. Branding your invoices

Module 2: Invoices, Bills, And Expenses

- 2.1. Adding a sales invoice
- 2.2. Adding bills to pay
- 2.3. Credit notes
- 2.4. Other features on bills and invoices
- 2.5. Expense claims

Module 3: Bank Accounts

- 3.1. Introduction to bank accounts
- 3.2. Bank reconciliation - Matching
- 3.3. Bank reconciliation - Transfers
- 3.4. Bank reconciliation - Create transactions
- 3.5. Bank rules
- 3.6. Cash coding

Module 4: Payroll, Other Features And Settings

- 4.1. Setting up payroll with Gusto
- 4.2. Find and replace function
- 4.3. Manual Journals
- 4.4. Budget manager
- 4.5. Fixed assets and depreciation
- 4.6. Multicurrency

Module 5: Reports

- 5.1. Reports overview
- 5.2. Running and publishing reports
- 5.3. Custom reports
- 5.4. Tracking