Introduction to Xero Lesson Plan

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| Page | Topic |
|  | Set-up a single Xero training organisation and invite all students to access file. |
|  | Ensure all students have access to the Xero training organisation. Students will work simultaneously on the same file. |
|  | As we work through the session you can enter information – similar to what you would see in your own business. If you are not part of a business – my suggestion is to think you are running a florist – buying and selling flowers. |
| 30 | Organisation Settings  Dashboard->Settings->General Settings->Organisation Settings  Enter your name and your address details |
| 32 | Financial Settings  Dashboard->Settings->General Settings->Financial Settings  *Financial Year End:* 30 June  *Lock Dates*  *– Period Lock Date:* 30 June 201X  *– End of Year Lock Date:* 30 June 201X |
| 38 | Chart of Accounts  Financial Settings  Dashboard->Settings->General Settings->Chart of Accounts  Create an Expense and Revenue account. |
| 51 | Create a Bank and Credit Card account |
| 109 | Setting up Contacts, customer and supplier |
|  | Contacts: Finding, grouping, merging, archiving |
| 313 | Setting up Inventory: simple, then tracked. |
| 125 | Create three sales invoice and then look at the Sales dashboard |
| 150 | Managing your credit notes  Open up invoice -> Invoice Options -> Add Credit Note  Change the date to today’s date and approve. |
| 165 | Creating a new bill and then look at the Purchases dashboard |
| 144 | Create three bills then look on the Purchases Dashboard |
| 197 | Reconciling Bank Accounts  Initially we will create a statement to import.  Click bank account > Manage > Import a Statement > Click Download our csv template  Get students to enter information on the hand out and then transpose into csv file.  Enter the invoices and bills you have enter in Xero. Remember and invoice is receiving income and it is positive. A purchase is spending money and is negative. Also enter a general expense, like todays parking at.  Save the file and import it into Xero – into your bank account |
|  | Setting up bank rules |
|  | Suggested matches  Match a transaction |
|  | Processing Part Payments |
|  | Create a transaction |
|  | Transfer between payment accounts  Discuss a transaction  Find & Match Transaction  Learning to match |
| 177 | Cash Coding |

Introduction to Xero Workshop - Handout

Sales invoices

|  |  |  |
| --- | --- | --- |
| Date | Amount | Contact / Payee |
|  |  |  |
|  |  |  |
|  |  |  |

Purchase bills

|  |  |  |
| --- | --- | --- |
| Date | Amount | Contact / Payee |
|  |  |  |
|  |  |  |
|  |  |  |

General Expenses

|  |  |  |
| --- | --- | --- |
| Date | Amount | Contact / Payee |
| 17/10/2015 | Parking | BCC |
| 18/10/2015 | Parking | BCC |
| 19/10/2015 | Parking | BCC |