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 SettingsEnter 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 AccountsFinancial Settings Dashboard->Settings->General Settings->Chart of AccountsCreate 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 notesOpen up invoice -> Invoice Options -> Add Credit NoteChange 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 AccountsInitially we will create a statement to import.Click bank account > Manage > Import a Statement > Click Download our csv templateGet 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 matchesMatch a transaction |
|  | Processing Part Payments |
|  | Create a transaction |
|  | Transfer between payment accountsDiscuss a transactionFind & Match TransactionLearning 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 |