

# XERO ACCOUNTING SOFTWARE WORKSHOP

Learn how to set up and then monitor your business finances more efficiently through Xero Accounting Software. You will be given a FREE Xero Accounting Software Trial which you will work on at the workshop.



## At this three hour workshop Di will run through how to :

- Navigate through Xero
- Setup Organisational and Financial Settings
- Security and Access settings
- Add bank accounts
- Enter sales and purchases
- Manage your bills - set payment dates, batch payments
- Useful reports
- Take home exercises to use in the demo file
- Run through chart of accounts/balance sheet and profit and loss

**Date: Thursday 28th September, 2017 from 9.30am to 12.30pm**

**Venue: Illawarra ITeC, Cnr Fox and Miller Streets, Coniston**

**Cost: \$55.00 Book today on 4223 3100 to secure your spot!**

*EFTPOS and Direct Debit Facilities available, payment must be made at time of booking*



## About Di Oliver

Di is a Xero Champion and Certified Advisor, holds a Certificate IV in Finance and runs a successful bookkeeping practice. Being a partner with many leading software solutions, Di can provide you insights on how to automate and streamline your business and show you simple, easy ways to manage your finances.