

# 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 you will learn how to:**

- Set up your business on XERO
- Reconcile your bank and credit cards
- Invoice your clients
- Manage your bills
- What reports should you use
- Check your work and fix any mistakes

**Date: To be determined 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 Karen Boyle

Karen is a Xero Certified Advisor and Trainer and has a passion for helping business owners with their accounting and bookkeeping. She holds a Diploma of Accounting, Certificate IV in Training and Assessment and is a Member of the Association of Accounting Technicians. Karen is an expert in Xero and Receipt Bank with over 15 years' experience in the accounting industry. Karen has a love of cloud software and technology and can show you simple, easy ways to manage your finances.