

Quickly Become an Expert in Xero

Study the **Certificate in Xero Accounting** with
The Online Business Academy



- ✓ Gain in-demand, future-proof skills that employers value
- ✓ Study at your own pace, on your own schedule
- ✓ Learn from industry experts and experienced educators
- ✓ Real-world outcomes that lead to career advancement



Table Of Contents

About Us	02
Course Overview	04
Course Modules	05
Career Centre	09
Student Success Stories	10



About Us

Welcome To The Online Business Academy

94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, we are committed to helping you achieve your career goals through flexible and accessible online learning. With a team of industry leaders and education experts, we offer a world-class learning platform that is student-focused and designed to provide superior support. Our mission is to provide you with the skills and knowledge you need to succeed in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing and digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.



Advancing Online Education

A New Way To Learn

At The Online Business Academy, we are proud to be pioneers in a new era of education. We have taken a fresh approach to learning, embracing the latest technology and creating a platform that is accessible to everyone, everywhere. Our courses are designed to be engaging and interactive, offering students a unique opportunity to learn at their own pace, in their own time. We believe that education should be an exciting journey, full of discovery and growth. That's why we have created a learning environment that is dynamic, innovative, and designed to inspire.



#42

We provide 42 premium courses curated by leading industry professionals.

Why Choose The Online Business Academy

Choose the Online Business Academy for high-quality courses developed by industry experts, a user-friendly learning platform, and superior support to help you achieve your goals.



Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.



Superior Support

We offer superior support to students like you with one-on-one expert tutor guidance and a range of resources to help you succeed in your learning journey.



Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.



Certificate in Xero Accounting

Become a Xero pro and conquer your accounting fears with our comprehensive Xero training course. From setting up accounts to reporting earnings and losses, and even creating budgets for future success, you'll learn every aspect of the Xero Accounting software. With expert-led instruction and practical examples, you'll gain the skills and confidence needed to successfully manage your books. Don't let Xero intimidate you - enroll now and start mastering your finances.



Enrol Now



Learn More

Course Investment

\$299

Course Duration

12 Hours



Course Outcomes

- Learn how to set up a Xero account and navigate its various features.
- Gain proficiency in creating invoices and managing accounts payable and receivable using Xero.
- Understand how to perform bank reconciliations and maintain accurate financial records.
- Develop the ability to generate financial reports and analyze business performance using Xero.
- Learn how to integrate Xero with other business tools and applications for increased efficiency.
- Gain knowledge of the tax and compliance requirements for financial records in your region.



Module 01 **Getting Started with Xero Online**

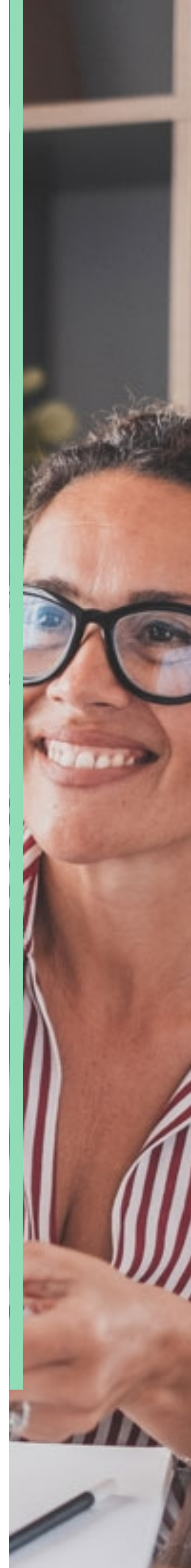
The Getting Started with Xero Online module is an important introduction to the world of Xero accounting software. The module covers the basics of Xero, including its features and how to navigate the software. It is essential for students to understand these basics before they can start to use Xero to manage their business finances. The module also introduces students to Xero add-ons and integrations, which can enhance the functionality of Xero and make it even more useful. Additionally, the module explains what is required to use Xero, including hardware and software requirements. Finally, students are introduced to the security feature of two-step authentication, which is important for protecting sensitive financial information.

Module 02 **Understanding Xero's Chart of Accounts**

The Chart of Accounts module aims to provide students with an in-depth understanding of the Chart of Accounts in Xero. The module begins with an introduction to Xero Learn, a feature that allows users to access and complete courses and modules related to Xero. The module then proceeds to discuss the Chart of Accounts, which is an essential feature in Xero that organizes all financial transactions for a business. Students will gain knowledge about default accounts, which are the pre-populated accounts that Xero provides, and how to set up tax rates and tax codes for each account. The module also covers the process of deleting or archiving individual accounts, as well as the importance of having a well-organized Chart of Accounts. Finally, students will be introduced to importing and exporting a Chart of Accounts in Xero, allowing them to easily transfer information between Xero and other accounting software.

Module 03 **Efficient Contact Management in Xero**

The Efficient Contact Management in Xero module is a crucial component of the Xero Accounting course, as it provides students with the essential skills to manage contacts effectively. Contact management is essential in Xero as it is where all customers, suppliers, and other stakeholders' information is stored. In this module, students will be taught how to add, import, export, merge, group and archive contacts using Xero's contact management features. The module covers all the necessary steps to ensure efficient contact management, such as creating and editing contact details, assigning tax codes, and setting up payment terms.



Module 04 Xero Sales, Invoicing, Quotes, and Inventory

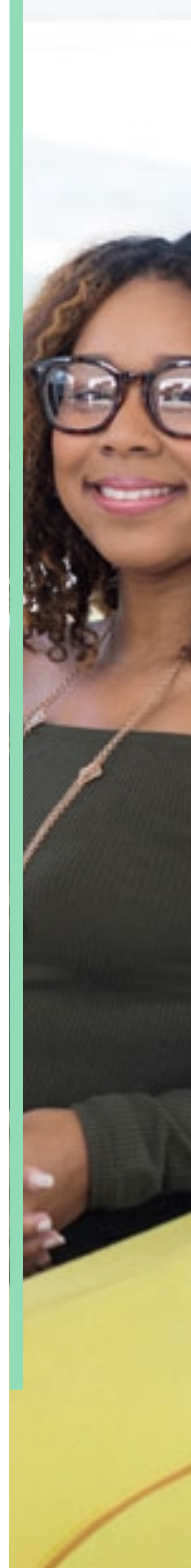
The Xero Sales, Invoicing, Quotes, and Inventory module of the Certificate in Xero Accounting course covers various topics related to managing sales and inventory in Xero. Participants will learn how to create invoices, including tax inclusive, exclusive, or no tax options, as well as creating invoices for groups and customizing invoice templates. The module also covers creating statements and managing payments, including viewing the Awaiting Payments and Overdue tabs. Participants will learn how to create quotes and manage products and services in Xero, as well as the key tasks associated with inventory. Finally, the module covers multiple currencies and tax rates in Xero.

Module 05 Streamlining Purchases and Bills in Xero

The Purchases and Bills Management module in the Xero Accounting course is a comprehensive guide to managing purchases and bills in Xero. The module starts with an overview of Xero's purchasing and billing features, and then dives into the practical aspects of creating new bills, recording payments, and managing partial payments and overpayments. Students will also learn how to process batch payments, send remittance advice, and create credit notes. The module is designed to equip students with the skills to effectively manage their purchasing and billing processes using Xero's tools and features. By the end of this module, students should be able to use Xero to manage their bills and purchase orders efficiently and accurately.

Module 06 Managing Accounts with Xero's Bank Reconciliation Features

Bank reconciliation is an important process that businesses must undertake to ensure that their financial records match the transactions that have taken place in their bank accounts. This module is designed to teach students how to use Xero's bank reconciliation features to simplify and streamline this process. The module covers topics such as connecting bank accounts to Xero, reconciling transactions, identifying and fixing errors, and using prepayments and overpayments to manage outstanding balances. Students will also be introduced to bank rules, which can be used to automatically categorize transactions, and reconciliation reports, which can be used to track progress and identify issues.



Module 07 Reporting in Xero

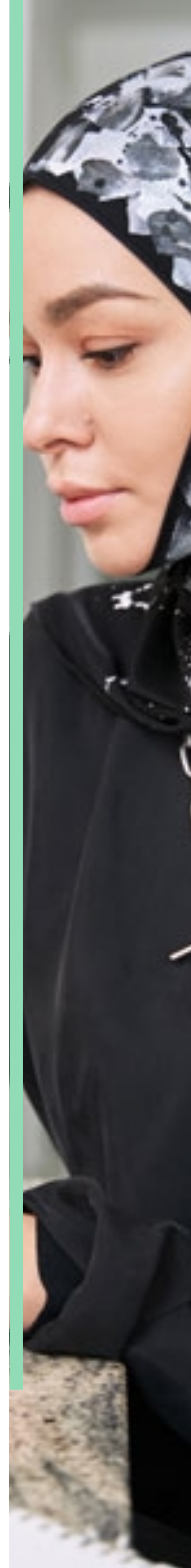
The Reporting in Xero module helps students understand the different reports available in Xero and how to use them to analyze their business financials effectively. The module starts by giving an overview of the different types of reports that are available in Xero. This includes standard reports such as profit and loss, balance sheet, and cash flow statements, as well as more advanced reports such as aged payables and receivables reports. The module then teaches students how to access, customize, and filter reports according to their business needs. Students will also learn how to publish and export reports in various formats such as PDF, Excel, and Google Sheets.

Module 08 Exploring Xero Add-ons

This module delves into the integration of Xero with different add-ons, including payroll software. The module specifically highlights some of the most popular payroll software available in the market today, such as Flextime, iPayroll, SmartPayroll, Thankyou Payroll, Crystal Payroll, IMS Payroll, and Xero Payroll. Through this module, students will get an in-depth understanding of the features, functionalities, and benefits of each of these payroll software, including how they can be integrated with Xero to enhance and streamline the payroll process. The module will also cover other add-ons and integrations available with Xero, including inventory management, CRM, project management, and time tracking software, to name a few.

Module 09 Certificate in Xero Assessment

The Certificate in Xero Assessment module serves as the final evaluation of the Xero Accounting course, assessing student's comprehension of the topics discussed in the previous modules. This comprehensive quiz covers all aspects of Xero Accounting, including cloud accounting, chart of accounts, contact management, sales, invoicing, purchases, bills, bank reconciliation, reporting, and Xero add-ons. By completing this module, students can demonstrate a solid understanding of Xero Accounting's key concepts, features, and functionality, as well as apply their knowledge and skills to real-world scenarios in managing a business's financial operations effectively and efficiently using Xero.





Career Centre

We'll Help You Find a Job

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

Receive a Free CV Review From The Experts At Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV
- Complimentary personalized CV review with feedback to make your CV stand out
- Job tips and resources, including a clear five-step job success process
- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.



Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

Julie N.

Certificate in Xero



What Our Students Say



We pride ourselves in delivering an excellent education experience. See what our students have to say:



Maria R.

Certificate in Adobe
Photoshop

Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.



Sarah T.

Certificate in
Microsoft Word

Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.



Mark J.

Digital Marketing
Bootcamp

Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.



Start Upskilling Today!

Follow our easy 4-step enrolment process - it only takes a few minutes to get started today!



1. Click on 'Get Started Now'



2. Proceed to payment



3. Receive login details



4. Start Learning!

Get Started Now, Click Here

