

# Take Your Xero Skills to the **Next Level**

Study the **Advanced Certificate in Xero** 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



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## 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, your career advancement is at the heart of our mission. We've reshaped online learning with a personalised touch, offering exclusive 1-on-1 Zoom classes that bring the expertise of industry leaders and education specialists directly to you. Our world-class platform is meticulously crafted around your needs, ensuring that you receive undivided attention and tailored support to excel 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

The Online Business Academy brings you a bespoke educational experience tailored through personalised 1-on-1 Zoom sessions. Engage in courses meticulously designed to put your individual learning needs in the spotlight, ensuring that every interaction with our expert mentors is focused solely on your educational journey and success.

Immerse yourself in a structured yet flexible curriculum, with the freedom to delve deeply into your studies and emerge with confidence. With us, you're not just learning; you're shaping your future, one personalised lesson at a time.



## #42

We provide 42 high-quality courses curated by leading industry professionals.

### Why Choose The Online Business Academy

Choose the Online Business Academy for tailored 1-on-1 learning with industry experts, designed for focused support and a personalised path to your success.



#### 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 1-on-1 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.





# Advanced Certificate in Xero

Take your Xero skills to the next level with our Advanced Certificate in Xero course. Learn how to effectively manage your business accounts, analyze financial reports, and harness the full potential of the Xero cloud accounting software. Perfect for beginners looking to expand their Xero expertise.



Enrol Now



Learn More

## Course Investment

# \$89

Per 1-Hour Zoom Session

Total Cost: \$712

## Course Duration

# 8 Sessions



## Course Outcomes

- Create complex invoices, quotes, and purchase orders with multiple lines and customized layouts.
- Manage inventory using Xero's inventory system, tracking stock levels and reporting on stock movements.
- Set up and manage fixed assets in Xero, including recording acquisitions and disposals, and calculating depreciation.
- Generate detailed financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Perform bank reconciliations and understand how to reconcile transactions such as credit card payments, refunds, and transfers.



### Module 01    **Getting Started with Xero Online**

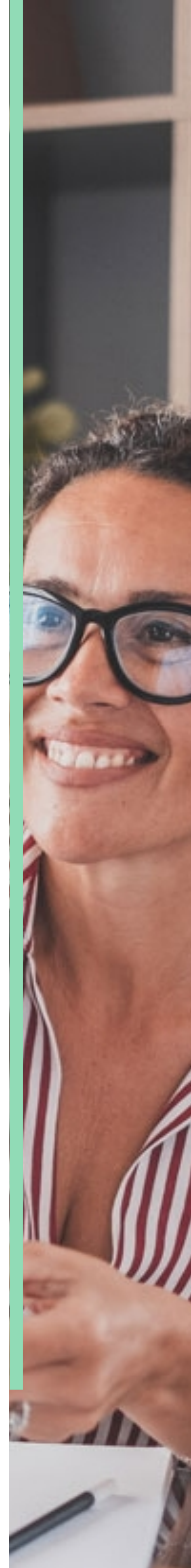
The Getting Started with Xero Online module is an important introduction to the world of Xero accounting software. The module covers the basics of Xero, including its features and how to navigate the software. It is essential for students to understand these basics before they can start to use Xero to 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, learners are introduced to the security feature of two-step authentication, which is important for protecting sensitive financial information.

### Module 02    **Bank Reconciliation & Activity Statement Preparation with Xero**

This module teaches learners how to manage their organization's bank accounts and transactions effectively using Xero. The module provides an overview of bank reconciliation in Xero and how it can help maintain accurate financial records. It covers how to import bank statements, match transactions, and handle discrepancies. Furthermore, the module explains how to prepare and submit Business and Instalment Activity Statements in Xero, including understanding different statement types, generating reports, reviewing and editing information, and publishing statements to the ATO. By the end of this module, students will have gained valuable knowledge and skills to manage their organization's financial records and compliance obligations using Xero.

### Module 03    **Managing Aged Receivables and Payables in Xero**

This module is designed to help students understand how to manage their organization's cash flow by effectively managing aged receivables and payables using Xero. The module covers the entire credit sales process, from creating invoices and issuing credit notes to managing outstanding balances, generating aged receivable reports, and reconciling payments. It also covers the credit purchase process, including creating purchase orders, receiving bills, making payments, and generating aged payable reports. Additionally, students will be taught how to manage bad debts, set up payment and invoice terms, and improve cash flow through efficient management of accounts receivable and payable.



### Module 04 Handling Fixed Assets using Xero

The Fixed Assets module in Xero teaches students how to manage fixed assets using the online accounting software. The module covers a variety of topics, such as how to set up fixed assets and register them in Xero. It also covers the process of editing and disposing of fixed assets, as well as how to generate reports on fixed assets.

Additionally, students will be shown how to calculate depreciation for fixed assets using Xero and how to roll back depreciation on registered assets if necessary. By the end of this module, students will have a solid understanding of how to use Xero to manage their organization's fixed assets effectively and efficiently.

### Module 05 Creating Budgets with Xero

Creating and managing budgets is an essential aspect of managing a business. The Creating Budgets with Xero module provides students with an in-depth understanding of how to use Xero to create budgets, analyze actual performance against budgeted expectations, and make informed business decisions. The module begins by covering the basics of budgeting and explaining the importance of having a budget. Students will then be introduced to the steps involved in creating a budget in Xero, including selecting a budget type, setting up the budget, and assigning accounts to the budget. The module also covers how to import and export budget data, as well as how to use budget comparison reports to analyze budget variance. By the end of the module, students should be able to confidently create budgets in Xero, track actual performance against budgeted expectations, and adjust their budget as needed to achieve their business goals.

### Module 06 Tracking Categories in Xero

Tracking categories in Xero are a powerful tool for businesses to gain insight into their financial performance. By using tracking categories, businesses can categorize transactions based on specific criteria, allowing for detailed analysis and reporting. This module will teach students how to set up and use tracking categories in Xero, including creating and editing categories, assigning categories to transactions, and running reports that analyze business performance using tracking categories. Students will also explore the different types of tracking categories available in Xero, including options for customer and supplier tracking, as well as options for creating custom tracking categories.



### Module 07 Generating Reports and Analyzing Data in Xero

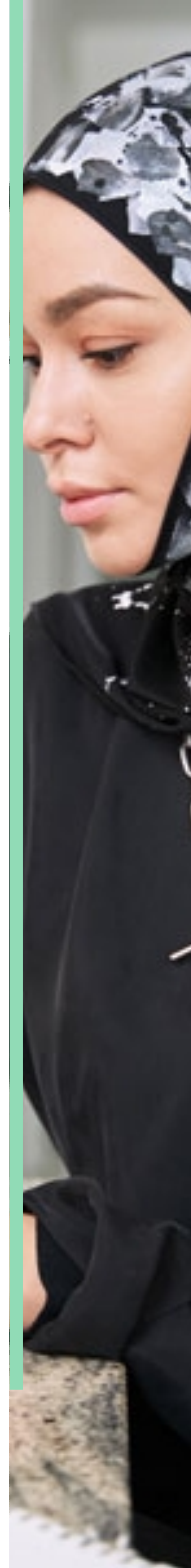
This module aims to give students an understanding of the different financial reports generated by Xero and how to analyze financial data to make informed decisions. This module covers a range of financial reports including the Profit and Loss report, the Balance Sheet, and the Statement of Cash Flows, and how to read and interpret these reports. The module also introduces students to basic financial ratios such as liquidity ratios, profitability ratios, and efficiency ratios and how these ratios can be used to evaluate a company's financial performance. Additionally, students will be introduced to Xero Business Performance Reports, which provide a detailed overview of a company's financial health and can be used to make informed decisions about the company's future. By the end of this module, students should have a good understanding of how to generate financial reports in Xero, how to analyze financial data to make informed decisions, and how to use financial ratios to evaluate a company's financial performance.

### Module 08 Customizing Templates in Xero

In the Customizing Templates module in Xero, students will be taught how to customize and create templates for various business documents, including invoices, credit notes, quotes, and purchase orders. Customizing templates is an essential aspect of branding and personalizing business documents to suit the business's needs and make them stand out to clients. The module covers the process of creating a custom DOCX template using Microsoft Word, using template fields to insert placeholders for dynamic content, such as customer names and addresses, and how to apply a branding theme to the template to reflect the company's branding. By the end of the module, students should be able to create customized templates for various business documents and enhance their brand image.

### Module 09 Making the Most of Xero

The Making the Most of Xero module is designed to teach users advanced features and tips to optimize their experience using Xero. The module covers various topics such as billable expenses, chart of accounts, importing and exporting data, Xero apps, tips and tricks, multiple views, Xero's inbuilt calculator, and date entry shortcuts. By the end of the module, students should have a better understanding of how to make the most out of Xero and improve their workflow.







## 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

