



XERO COURSES



Online Courses
Commence Anytime

v3.11.2025



Applied Education

Accounting, Bookkeeping and Business
Australia's Training Experts Since 1999



Applied Education

Silicon Valley Bank >

Manage ▾

Invoices owed to you

Reconcile 12 items

Balance in Xero	4,013.24
Bank balance	5,083.24

New sales invoice

2 Draft invoices	1,100.00
4 Owed to you	9,122.66

Xero Accounting Software Training

Comprehensive Xero Courses

Comprehensive Xero courses for payroll and bookkeeping professionals, includes the latest Xero interface, rates and rulings and access to **Xero Advisor Certification course**.

Why study a Xero course?

- You want to start, or have started, a new career using this innovative software package.
- Formal recognition of your past or current work in finance and accounting.
- You're looking for a customised course for your business, designed to fit your needs.
- To keep up to date with the latest changes in technology and software versions

Want to become a Certified Xero Advisor?

All our Xero courses include access to the Xero Advisor Certification course

Need Group Training?

We can also offer our Xero courses as Group Training, allowing us to tailor our public courses to suit your business needs. We can run these courses at your premises, online or in one of our fully-equipped training rooms.



**Experienced Xero
Certified Trainers**



**Comprehensive
Training Manuals**



**Online learning
platform**



**CPD Hours &
Certificates of
Completion**



**Instant Access
Commence
Anytime**



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Xero Accounting

Course Overview

The Certificate in Xero Accounting is a comprehensive course covering essential bookkeeping tasks in Xero. This course is ideal for accountants, accounts administrators, small business owners, accounts payable and receivable officers.

Delivery Method	Online
Start Date	Anytime, instant access
Duration	Max. 12 Months

5 CPD hours

Xero Accounting – 32 part course

Chapter 1 Xero Fundamentals and Setup 2 tutorials

Setting up free trial, navigation and settings

Chapter 2 Xero Bank Account and Bank Feeds 6 tutorials

Set up a Bank Account and using Bank Rules, Understanding bank feeds, Reconcile your bank feeds using Transfer and Create, Cash Coding feature

Chapter 3 Xero Sales and Accounts Receivable 10 tutorials

Creating email templates, creating and sending invoices and statements, reconciling payments (part and full), Record keeping Xero, Debtor Reports, Customer returns and credit notes

Chapter 4 Xero Purchases 6 tutorials

Editing products and services, Inventory reports, Batch supplier payments, Reconcile Individual supplier payments, Supplier Statements

Chapter 5 Xero Corrections and Adjustments 2 tutorials

Manual Journal Corrections and Adjustments and credit notes

Chapter 6 Xero Customising Invoice Settings 1 tutorial

Customising and applying branding themes

Chapter 7 Xero BAS Preparation 5 tutorials

Both Simpler and Full BAS, Statement Security, Generating Key Reports

*Digital (non-printable and non-editable) course training manuals are included, hard copies are not available.



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Xero Payroll

Course Overview

The Certificate in Xero Payroll is a comprehensive course covering payroll tasks including single touch payroll, using the latest Xero interface and rates and rulings. This course is ideal for accountants, accounts administrators, small business owners, payroll and HR officers.

Delivery Method	Online
Start Date	Anytime, instant access
Duration	Max. 12 Months

5 CPD hours

Xero Payroll – 32 part course

Chapter 1 Xero Setup 2 tutorials

Setting up free trail, navigation and settings

Chapter 2 Xero Payroll Setup 5 tutorials

Setting up calendars, holidays, superannuation funds, overtime

Chapter 3 Employee Setup 2 tutorials

Part time and full time employees, leave for fixed hour employees

Chapter 4 Payroll Processing 4 tutorials

Single Touch Payroll - registering and filing, standard payruns and with at public holiday

Chapter 5 Allowances 3 tutorials

Identifying allowances, including in payruns and STP reporting

Chapter 6 Bonuses 2 tutorials

Setup, tax and unscheduled payruns for bonus payments

Chapter 7 Deductions 1 tutorial

Creating liability account, to setting up item and payrun

Chapter 8 Leave 5 tutorials

Leave requests, accruals and public holidays

Chapter 9 Superannuation 4 tutorials

Salary sacrifice, and employee super contributions, reconciling balances, Xero automatic superannuation payments

Chapter 10 End of Year Activities 2 tutorials

Payroll reports and STP finalisation

Chapter 11 Instalment Activity Statement 2 tutorials

*Digital (non-printable and non-editable) course training manuals are included, hard copies are not available.



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Xero Accounts Payable and Receivable

Course Overview

The accounts payable and accounts receivable is a comprehensive course covering how to manage your accounts payables/creditors and receivables/debtors in Xero. Learn to maintain cash flow in your business and avoiding potential bad debts by following up unpaid invoices efficiently. All of which can be automatically managed in Xero via email correspondence and reporting.

Delivery Method	Online
Start Date	Anytime, instant access
Duration	Max. 12 Months

5 CPD hours

Xero Accounts Payable and Receivable - 41 part course

Chapter 1 Basic Accounting concepts

Double entry Accounting, The Accounting Process, Financial Industry Legislation and Codes of Practice

Chapter 2 Using Xero as a Cashbook

Set up Xero Free Trial, Access the Demo Company, Xero Navigation, Chart of Accounts, Tax Rates, Creating a bank account, Understanding Xero bank feeds, Bank Rules, Discuss Transactions, Bank Transfer Transactions, Create a Transaction, Cash Coding, Finding your Account Transactions, Bank Reconciliations

Chapter 3 Manage Accounts Receivable - Subsidiary Ledger

Activity, Invoicing Requirements, Invoicing in Xero, Amending Tax Invoices in Xero, Identify outstanding debtors in Xero, Payment Terms & Advice, Handling Debtor payments, Amending Payment Receipts, Debt Recovery, Activity, Debt Recovery in Xero, Bad Debts, Activity, Debtor Reporting to Management, Returns and Credits

Chapter 4 Manage Accounts Payable - Subsidiary Ledger

Activity, Products and Services, Entering Bills in Xero, Pay Bills, Reconciling Supplier Statements to Xero

Chapter 5 Generating Key Reports

Trial Balance, Profit and Loss, Balance Sheet

*Digital (non-printable and non-editable) course training manuals are included, hard copies are not available.



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Xero Advanced

Course Overview

The Xero Advanced training course is designed to build on the introductory skills from the Certificate in Xero Accounting & Certificate in Xero Payroll. Students will learn how to utilise many advanced features aimed at enhancing productivity. This course is ideal for accountants, bookkeepers and business owners who want to expand their knowledge of Xero Accounting beyond the basic functions.

Delivery Method	Online
Start Date	Anytime, instant access
Duration	Max. 12 Months

10 CPD hours

Xero Advanced – 34 part course

Chapter 1 Xero Setup 1 tutorial

Chapter 2 Xero Customising Emails 2 tutorials

Customising quote and email templates

Chapter 3 Customising Invoice 4 tutorials

Customising invoices settings themes and templates

Chapter 4 Recurring Transactions 3 tutorials

Auto-posting, auto-reversals and repeat invoicing

Chapter 5 Tracking 4 tutorials

Tracking categories, allocating and reporting

Chapter 6 Custom Reporting 4 tutorials

Invoice setting, report editor, publishing and exporting reports

Chapter 7 Importing and Exporting csv Files 2 tutorials

Chapter 8 Opening Balances 3 tutorials

Opening balances for accounts receivable and accounts payable

Chapter 9 Fixed Assets Register 7 tutorials

Asset register, creating and purchasing fixed assets, depreciation and disposal of assets

Chapter 10 Tracking Expenses 1 tutorial

Chapter 11 Projects 3 tutorials

*Digital (non-printable and non-editable) course training manuals are included, hard copies are not available.



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Simple 3-Step Process

Ready to enrol?

1

Click Enrol Now

Click the button below. Chose your course details, payment options and add to cart.

2

Enrolment Application

Complete the online Enrolment Application with payment details and place order.

3

You're All Done

Congratulations, you can now start your course. Yes, it is that easy.

ENROL NOW

Certificate in Xero Accounting

5 CPD HOURS
32-part Course

Certificate in Xero Payroll

5 CPD HOURS
32-part Course

Xero Accounts Payable and Receivable

5 CPD HOURS
41-part Course

Xero Advanced

10 CPD HOURS
34-part Course

Masterclass Bundle

Includes all 4 Xero online courses with 12 months unlimited access so you can go back any time and review or refresh a topic. Certificates on completion and 25 CPD hours.

Description	Price
Certificate in Xero Accounting	RRP \$245
Certificate in Xero Payroll	RRP \$245
Xero Accounts Payable and Receivable	RRP \$245
Xero Advanced	RRP \$245
Xero Masterclass Bundle	RRP \$596

Digital manuals are included free with course, hard copies can be purchased, starting at \$39.