Xero
Payroll

Course Content

General Outline

The payroll module in Xero is a powerful yet easy-to-learn part of this popular accounting application. A business with anywhere from one to about fifty employees will benefit from the ease with which payroll can be set up and managed.

In our comprehensive course, you'll learn how to set up wages categories, how to ensure that superannuation is calculated correctly, and how to set up entitlements such as holiday leave correctly for your employees.

You'll learn how to apply tricky entitlements and employer expenses, such as wage and salary advancements, bonuses and many others.

The relatively small class sizes allow you to ask your trainer questions that are specific to the setting up of your business and its day-to-day management of payroll.

Detailed Course Outcomes

- Set up general payroll information.
- Set up payroll categories: wages, salaries, superannuation, taxes, deductions, expenses and entitlements.
- Set up 'unusual' payroll categories (allowances, tax exempt and super-exempt categories).
- Set up employee information.
- Update payroll history for employees.
- Use timesheets and enter paycheques.
- Design payslips to comply with ATO regulations.
- Produce payroll reports and report PAYG.
- Pay PAYG withholding tax and superannuation.
- Produce and print PAYG Summaries.
- Adapt Xero Payroll for your business.

Client Reviews

"I enjoyed the course and it was very informative."
Sandra, Bookkeeper; Payroll

"I was impressed with the systematic presentation of features and explanation of benefits."
David; Payroll

"I was impressed with the amount of detail in the notes. Will be very useful as a reference when advising clients. My familiarity with Xero has increased, alluring me to better help clients out with payroll issues."
Leigh, Accountant; Payroll

"The questions were easy to follow and understand."
Nicole, Trainee; Advanced Data Entry & Reporting

CLASS TRAINING

xero **CLASS Training is a Xero Certified Training Centre**

Duration & Rate:
- 1 day public course ($330) OR
- 3 x 1-hour online ($132) OR
- Closed / Onsite (inquire)

Prerequisites:
Previous experience with using Xero is recommended.

Public Course Includes:*
- Use of a computer for hands-on exercises.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

How to Book:
- Phone us on **(02) 6041 2711.**
- Email us at **office@classtraining.com.au**.
- Book online at **www.classtraining.com.au**

Work Smarter!

Xero Payroll

Detailed Course Outcomes

Payroll Course (1 day):

- Set up general payroll information.
- Set up payroll categories: wages, salaries, superannuation, taxes, deductions, expenses and entitlements.
- Set up 'unusual' payroll categories (allowances, tax exempt and super-exempt categories).
- Set up employee information.
- Update payroll history for employees.
- Use timesheets and enter paycheques.
- Design payslips to comply with ATO regulations.
- Produce payroll reports and report PAYG.
- Pay PAYG withholding tax and superannuation.
- Produce and print PAYG Summaries.
- Adapt Xero Payroll for your business.

Advanced Data Entry & Reporting Course (1 day):

- Check your Xero setup, accounts, GST, etc.
- Revise / revisit bank rules and automatic bank reconciliation.
- Enter tricky transactions; For example:
  - Combined GST and GST-free transaction.
  - Combined business and private transaction.
  - Credit card purchases and payments.
  - Bank loans and repayments.
  - Simple job tracking, departmental accounting.
- Find and fix errors in reconciled transactions; For example:
  - unreconcile transactions.
  - recode to correct accounts quickly.
  - manually reconcile transactions.
- Manage security; For example:
  - Set up users and restrict access to functions.
  - Lock periods to prevent changes / new transactions.
- Other Xero functions:
  - Manage fixed assets & depreciation.
  - Work with journal entries.
  - Manage and report on budgets.
  - Export/import data.
- Customise design templates for emails and forms.
- Customise and publish financial reports.
- Set up and complete the BAS correctly.

Course Delivery Options:

This course can be delivered:

- as a public course with maximum ten (10) participants.
- onsite in your training rooms, and with optional laptops/notebooks.
- as one-on-one executive or small group courses.

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

- Use of a fast PC – one person per PC.
- An extensive training manual of step-by-step exercises.
- Refreshments.
- Certificate of attendance listing the outcomes covered.
- Support via phone, fax or e-mail for content covered.
- Support from our online Help Desk and Knowledgebase.
- Answers to your specific queries.

How to Book:

- → Phone us on (02) 6041 2711
- → Email us on **office@classtraining.com.au**
- → Book online at **www.classtraining.com.au**