



NN ACCOUNTABILITY

BOOKKEEPING & TRAINING GROUP

Xero Reports & Activity Statements

Course Duration: 2 hours

This course is designed for business owners or accountants/bookkeepers that have completed Xero to Hero or already have a basic knowledge of Xero. The trainer will take you through the different reports and the Activity Statement.

Course Syllabus

UNIT 1: Reports

- Understand Reports
- Report templates
- Save a Report
- Publish a Report
- Export a Report
- Report Layout
- Creating a Budget
- Import a Budget
- Export a Budget
- Payroll Report

UNIT 2: Activity Statement

- Understand Chart of Accounts GST codes
- Understand Financial Settings
- Simplified BAS
- Complete Business Activity Statement
- Complete Instalment Activity Statement

All our training courses are offered online via Zoom, or in person at our training centre in Helensvale

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