



NN ACCOUNTABILITY
BOOKKEEPING & TRAINING GROUP

Xero Reports & Activity Statements

DURATION

2 hours

LEVEL

Advanced

DELIVERY

Online or in person

WHO IT IS FOR

Owners, accountants, bookkeepers

This course is designed for business owners, accountants and bookkeepers who have completed Xero to Hero, or who already have a working knowledge of Xero. Your trainer takes you through the report suite and the Activity Statement, so you can read your own numbers with confidence and lodge with far less second-guessing.

Course Syllabus

UNIT 1

Reports

- Understand reports
- Report templates
- Save a report
- Publish a report
- Export a report
- Report layout
- Create a budget
- Import a budget
- Export a budget
- Payroll report

UNIT 2

Activity Statement

- Understand chart of accounts GST codes
- Understand financial settings
- Simpler BAS
- Complete a Business Activity Statement
- Complete an Instalment Activity Statement

Ready to book?

Delivered online via Zoom anywhere in Australia, or in person at our Xero Training Centre on the Gold Coast. Online sessions are recorded and the recording is yours to keep.

Book This Course