Xero Training
Xero Payroll

Introduction

This one day Xero payroll course is designed to build and develop the skills necessary to effectively use payroll features within Xero. Whether you are a business owner managing your own business or an accountant or bookkeeper managing a number of clients.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this 1 day Xero payroll course, participants will learn how to use Xero accounting software software to efficiently manage their company's payroll. A hands-on approach is taken, and participants work through real-life scenarios to take practical skills and knowledge back to the workplace. All courses are taught by expert Xero consultants with real-world bookkeeping experience.

Who Should Do This Course?

This course is intended for participants who wish to learn how to set up and use the payroll features in Xero Accounting Software, including setting up a payroll and employees, conduct pay runs, leave entitlements and timesheets, conducting a pay run and generating payroll reports.

Prerequisites

Participants should have a practical understanding of Xero accounting software in the workplace, or have successfully completed the Xero Accounting course.

Content

Unit 1: Payroll Settings

- Understanding Payroll Settings
- Understanding Organisation
- Organisation Tab (Setup)
- Understanding Calendars
- Adding a Pay Calendar
- Understanding Holidays
- Understanding Payslips

- Understanding Superannuatio
- Adding a Superannuation Fund
- Understanding Pay Items
- Adding an Earnings Rate
- Adding a Deduction Type
- Adding a Reimbursement Type
- Adding a Leave Type

Unit 2: Adding Employees

- Adding an Employee
- Adding Personal Details
- The Employment Tab Explained
- Completing the Employment Tab
- The Taxes Tab Explained
- Completing the Taxes Tab
- The Bank Accounts Tab Explained
- The Pay Template Explained
- Pay Template - Adding an Earnings Line
- Pay Template – Adding a Deduction Line
- Pay Template – Adding a Super Line
- Pay Template – Adding a Reimbursement Line
- The Opening Balances Tab Explained
- The Notes Tab Explained
- My Payroll

Unit 3: Leave Entitlements

- Understanding Leave Entitlements
- Adding Opening Leave Balances
- Adding Leave Accruals (Enter Rate Method)
- Adding Leave Accruals (Fixed Amount Method)
- Adding Leave Accruals (Variable Method)
- Adding Leave Applications
- Approving Leave Applications
- Rejecting Leave Applications

Unit 4: Timesheets

- Understanding Timesheets
- Adding a Timesheet
- Save a Timesheet as a Template
- Adding a Timesheet (Using Template)
- Approving a Timesheet
- Reverting an Approved Timesheet
- Deleting an Approved timesheet

Unit 5: Conducting a Pay Run

- Understanding Pay Runs
- Commencing a Pay Run
- Pay Run Summary Screen
- Making Changes during a Pay Run
- Posting a Pay Run
- Sending Pay Slips
- Reconciling a Pay Run

Unit 6: Payroll Reports

- Understanding Payroll Reports
- Run a Payroll Report
- View & Filter Payroll Reports (Grouping)
- View & Filter Payroll Reports (Hide Columns)
- View & Filter Payroll Reports (Filter)
- Export Payroll Reports
- Print Payroll Reports

Unit 7: Payroll Obligations

- Understanding Payroll Obligations
- Paying PAYG Withholding
- Paying Superannuation
- Generate the Superannuation Accruals Report
- Paying Deductions
- Reconciling Obligation Payments
- Generating Payment Summaries

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on 1300 888 724