



## Xero Training for Advance users

### District Office - kanohi ki te kanohi

#### Training Aim

The aim of Xero training for advance is to provide insight and outcomes that will inform whanau on system and processes within the Xero accounting file, enabling whanau decision making.

#### Please Bring

Laptop and any policy that may concern you for processing your financial data into Xero accounting software.

#### Content

- All things Bank – Signatories, online banking, and bank feeds
- Bank Reconciliation to bank statements
- How to invoice balancing the whanau statements
- Processing the winz payments
- Purchasing/bills processing/batch payments
- Processing GST
- How to implement the budget into xero
- Running month end reports and presenting to the whanau
- Processing funding
- How to manage day to day financials and be Audit ready 1st January each year.
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**Time:** 10.00am – 2.00pm

**Date:** Check website for your local district office dates.

**Venue:** Check website for your local district office address.

#### Details required to register.

Kohanga name and ID, District office association, person full name to be trained, MB, Email, district office manager associated with.

*Ko te manu e kai ana i te miro, nōna te ngahere.*

*Ko te manu e kai ana i te mātauranga, nōnā te ao.*

The bird that consumes the miro berry owns the forest

The bird that consumes knowledge owns the world.



# Trainings Guide