

# FOUNDATION MASTERCLASS

TIME	PARTICULARS	TRAINER
9.30AM	Welcome Note	Hanalei Betham
9.40AM	UNDERSTAND SETTINGS	
	Organisational details	Hanalei Betham
	TOPIC 1 - User roles	Hanalei Betham
	TOPIC 2 - Dashboard	Hanalei Betham
	TOPIC 3 - Chart of account	Hanalei Betham
	COA overview	
	Locked accounts (AP,AR and Equity)	
	EVERYDAY PROCESSING (PART 1)	
	TOPIC 4 - Conversion Balances	Talialaina Wells
	TOPIC 5 - Sales	Talialaina Wells
	Sales Overview	
	Create New Invoices	
	Create Quotes	
	Sales Paid	
11.00AM	COFFEE BREAK	Glass Lounge
	TOPIC 6 - Purchases	Talialaina Wells
	Purchases Overview	
	Create purchase order	
	Create Bill	
	Bill Paid	
12.45PM	BUFFET LUNCH	Lapita Restaurant

TIME	PARTICULARS	TRAINER
1.45PM	EVERYDAY PROCESSING (PART 2)	
	TOPIC 7 - Receiving payments	Talialaina Wells
	TOPIC 8 - Spend money	Talialaina Wells
	TOPIC 9 - Bank reconciliation	Talialaina Wells
	Automatic bank feeds	
	Import bank statements	
	Create/Match/Transfer/Discard	
	Bank reconciliation report	
	Un-reconcile vs remove and redo	
	Spend money/transfer money	
2.50PM	COFFEE BREAK	Glass Lounge
3.10PM	NO COMPROMISE FOR ACCURACY	
	TOPIC 10 - Introduction to Reporting	Hanalei Betham
	TOPIC 11 - VAGST	Hanalei Betham
	TOPIC 12 - Tracking	Hanalei Betham
	ADVISOR TOOLS / OTHER FEATURES	
	Two steps authentication	Hanalei Betham
	Mobile App	Talialaina Wells
4.30PM	Group Session Photoshoot	
4.40pm	NETWORKING COCKTAIL	Glass Lounge



# INTERMEDIATE MASTERCLASS

TIME	PARTICULARS	TRAINER
9.30AM	Welcome Note	Tofoipupu Tauapai
9.40AM	INTRODUCTION TO XERO	
	TOPIC 1 - Branding and Communication	Tofoipupu Tauapai
	Invoice Branding	
	TOPIC 2 - Automation Data Entry	Tofoipupu Tauapai
	Product and Services	
	Repeating Sales/Bills	
	Billable Expenses	
	TOPIC 3 - Troubleshoot	Tofoipupu Tauapai
	Underpayment	
	Overpayments	
11.00 AM	COFFEE BREAK	Glass Lounge
	Prepayments	
	Batch Deposit	
	How to apply credit note	
	TOPIC 4 - Bank Reconciliation	Tofoipupu Tauapai
	Bank Reconciliations Report	
	Unreconcile vs Remove and Redo	
12.45PM	BUFFET LUNCH	Lapita Restaurant
1.45PM	EVERYDAY PROCESSING	
	TOPIC 5 - Managing Debtors and Creditors	Tofoipupu Tauapai
	Invoice Reminder	
	Batch Payments	
	TOPIC 6 - Expense Claims	Tofoipupu Tauapai
	Expense Claims	
	Mileage Claims	
	TOPIC 7 - Contacts	Tofoipupu Tauapai
	Create Contact	
	Smart Lists	
	Creating Groups	

TIME	PARTICULARS	TRAINER
2.50PM	COFFEE BREAK	Glass Lounge
3.10PM	NO COMPROMISE FOR ACCURACY	
	TOPIC 8 - Journals	Tofoipupu Tauapai
	Managing Journals	
	TOPIC 9 - Month End Processing	Tofoipupu Tauapai
	Reconciliation Reports	
	Bank Reconciliation Reports	
	Unreconcile vs Remove & Redo	
	TOPIC 10 - VAGST Returns	Tofoipupu Tauapai
	Tax Types	
	Custom VAGST	
	VAGST Reports	
	TOPIC 11 - Fixed Asset	Tofoipupu Tauapai
	Register Draft Assets	
	Fixed Asset Reconciliation report	
	Depreciation Schedule	
	TOPIC 12 - Reporting	Tofoipupu Tauapai
	Profit and Loss	
	Balance Sheet	
	Income Contact	
4.30PM	Group Session Photoshoot	
4.40PM	NETWORKING COCKTAIL	Glass Lounge



# ADVANCED MASTERCLASS

TIME	PARTICULARS	TRAINER
9.30AM	Welcome Note	Suvanagh Betham
9.40AM	UNDERSTANDING SETTINGS	
	TOPIC 1 - Advisor Tools	Montini Ah Ki
	Multifactor Authentication	
	User roles	
	TOPIC 2 - Advanced Settings	Emma Peters
	Find and recode	
	Manual journals	
	Assurance dashboard	
	EVERYDAY PROCESSING (PART 1)	
	TOPIC 3 - Tracking	Montini Ah Ki
	Setup tracking options and categories	
	Run report by tracking	
11.00AM	COFFEE BREAK	Glass Lounge
	TOPIC 4 - Budget	Emma Peters
	Import/Export overall budget	
	Run report budget by tracking	
	Run budget reports	
	TOPIC 5 - Reporting	Suvanagh Betham
	Customise reports	
12.45PM	BUFFET LUNCH	Lapita Restaurant

TIME	PARTICULARS	TRAINER
1.45PM	EVERYDAY PROCESSING (PART 2)	
	TOPIC 6 - Reporting	Suvanagh Betham
	Customise reports	
2.50PM	COFFEE BREAK	Glass Lounge
3.10PM	2023 PRODUCTS UPDATE	
	Quarterly Products Update	
	NO COMPROMISE FOR ACCURACY	
	Timesavers	Suvanagh Betham
	Email to bills	
	Xero to Xero	
	Plus 11 more...	
	ADVISOR TOOLS / OTHER FEATURES	
	App Store - Xero apps and add-ons	Suvanagh Betham
4.30PM	Group Session Photoshoot	
4.40PM	NETWORKING COCKTAIL	Glass Lounge



# ADVANCED PLUS MASTERCLASS

TIME	PARTICULARS	TRAINER
9.30AM	Welcome Note	Isalei Tufue-Taefu
9.40AM	EVERYDAY PROCESSING (PART 1)	
	TOPIC 1 - BANK RECONCILIATION	Isalei Tufue-Taefu
	Unpresented Cheques	
	Undeposited Funds	
	Stale Cheques	
	Bank Statement Balance	
	TOPIC 2 - VAGST RECONCILIATION	Isalei Tufue-Taefu
	Tax types	
	Customs VAGST	
	VAGST report	
11.00AM	COFFEE BREAK	Glass Lounge
	EVERYDAY PROCESSING (PART 2)	
	TOPIC 3 - FIXED ASSETS RECONCILIATION	Isalei Tufue-Taefu
	Fixed assets settings	
	Register draft assets	
	Fixed asset reconciliation report	
	Depreciation schedule	
	Disposal schedule	
12.45PM	BUFFET LUNCH	Lapita Restaurant

TIME	PARTICULARS	TRAINER
1.45PM	EVERYDAY PROCESSING (PART 3)	
	TOPIC 4 - STOCK RECONCILIATION	Isalei Tufue-Taefu
	Understanding process and view report	
	TOPIC 5 - ACCOUNT PAYABLE REPORT	Isalei Tufue-Taefu
	Understanding process and view report	
2.50PM	COFFEE BREAK	Glass Lounge
3.10PM	EVERYDAY PROCESSING (PART 4)	
	TOPIC 6 - ACCOUNT RECEIVABLE REPORT	Isalei Tufue-Taefu
	Understanding process and view report	
	2023 PRODUCTS UPDATE	
	Quarterly products update	Isalei Tufue-Taefu
	Q&A	
	Open Topics - Discussion	
4.30PM	Group Session Photoshoot	
4.40PM	NETWORKING COCKTAIL	Glass Lounge