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education

RTO 21683

The CAREER *Academy* 

myob

xero

Advanced Xero Package and Advanced Certificate in MYOB

Course Guide

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“ I was extremely impressed with the quality of the training that you delivered ”

Your Training Provider

Mentor Education

Mentor is a highly successful enterprise, headquartered in Melbourne, with nearly 5,000 current students. First established in 2003, Mentor specialise in the provision of vocational education & training (VET) through face-to-face, distance education and interactive e-learning systems. As a Registered Training Organisation (RTO 21683) all Mentor Education's qualifications are nationally recognised.

Our success comes from the success of those around us, based fundamentally on Mentor adding value to learners becoming future job ready, to the corporate sector becoming more competitive, to the public sector becoming more efficient in achieving their education and employment policy outcomes and to the broader Mentor faculty becoming agents for empowerment. Those outcomes are the real governor of our success.

The Career Academy

The Career Academy is an award winning company specialising in high quality, industry recognised online courses. We have successful operations in the UK, Ireland, New Zealand, Australia and Singapore. Over 20,000 students study with us every year and we are 100% committed to helping them succeed in their career.

Our education driven team of developers and tutors are committed to providing exceptional online courses and personal tutor support. We offer a range of employer recognised courses as well as specialist courses to improve job performance. Our focus is on mentoring, inspiring and supporting people through training so their career or business can reap the rewards. Our accounting tutors are either qualified in Xero or experienced Chartered Accountants and members of Chartered Accountants Australia and New Zealand and CPA Australia.

Course Outline and Background

Summary

Course name	Advanced Xero Package and Advanced Certificate in MYOB
Delivery options	Online with unlimited tutor support
Course duration	80 hours over 6 months

Who is this course for?

The Career Academy's MYOB and Xero courses enable students to gain practical knowledge and skills to work in a range of roles from Accounting & Bookkeeping through to Administration & Management.

Being certified in MYOB and Xero can lead to a broad range of career opportunities and can act as a great pathway to further qualifications. Some of the careers that it can lead you towards include:

- Bookkeeper
- Accountant
- Assistant Accountant
- Payroll Officer
- Accounts Manager
- Finance Advisor

This package combines the following certifications

- ABKA2020 – Certificate in Xero
- ABKA1016 – Certificate in Xero Payroll
- ABKA2015 – Advanced Certificate in Xero
- ABKA0001 – Official Xero Advisor Certification
- BKA2030 – Certificate in MYOB AccountRight
- ABKA2018 – Certificate in MYOB Essentials
- ABKA1036 – Certificate in MYOB Payroll
- ABKA1002 – Official MYOB Test



Benefits

- This course is accredited by the International Association of Accounting Professionals and ICOES
- Developed and delivered by an IAB Accredited Training Provider
- The content of this course has been certified by the CPD Certification Service - gain 80 CPD hours on completion
- Includes a free 12-month student membership to the Institute of Public Accountants on enrolment.



Advanced Xero Package - Delivery and Course Units

Delivery

Online with unlimited tutor support

Course Units

Students will be required to undertake 27 units plus the Official Xero Advisor Certification assessment over a 6 month period

Certificate in Xero

- ABKA219 Introduction to Xero Online
- ABKA130 Xero Chart of Accounts
- ABKA136 Managing Contacts with Xero
- ABKA198 Xero Sales, Invoices, Quotes & Inventory
- ABKA220 Xero Purchases & Bills
- ABKA174 Reconciliation and Managing Accounts in Xero
- ABKA194 Introduction to Xero Reporting
- ABKA210 Introduction to Xero Add-ons
- ABKA292 Certificate in Xero Assessment

Certificate in Xero Payroll

- ABKA219 Introduction to Xero Online
- ABKA200 Setting up Xero Payroll
- ABKA182 Managing Payroll Items with Xero
- ABKA107 New Employees & Leave Requests with Xero
- ABKA179 Pay Templates in Xero
- ABKA178 Pay Runs in Xero
- ABKA183 Payslips & Payroll Reporting with Xero
- ABKA145 - Employment Payment Summaries with Xero
- ABKA294 Certificate in Xero Payroll Assessment

Advanced Certificate in Xero

- ABKA219 Introduction to Xero Online
- ABKA212 Aged Receivables & Payables in Xero
- ABKA199 Managing Fixed Assets with Xero
- ABKA206 Budgeting with Xero
- ABKG207 Tracking Categories in Xero
- ABKA208 Report Preparation and Analysis in Xero
- ABKA139 Customising Templates in Xero
- ABKA209 Introduction to Projects and Expenses
- ABKA293 Advanced Certificate in Xero Assessment

Certificate in Xero

ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA130 Xero Chart of Accounts

This course will provide an introduction to the Chart of Accounts in Xero and will include but not be limited to the process of accessing the Chart of Accounts, adding new accounts, account classifications and their code ranges, as well as the process that the Xero program applies for tax settings.

ABKA136 Managing Contacts with Xero

This course will provide an introduction to managing contacts in Xero, and will include but not be limited to the process for creating new customers, suppliers and employees in Xero, how to import and export contacts, as well as the process for archiving contacts.

ABKA198 Xero Sales, Invoices, Quotes & Inventory

This course will take a look at Xero invoicing, sales, quotes and inventory, including but not limited to the different invoice types available in Xero, customer statements, inventory, and how to create invoices, repeating invoices, quotes and credit notes.

ABKA220 Xero Purchases & Bills

This course will provide an introduction to working with purchases and bills in Xero, including but not limited to the process for managing bills, repeating bills and credit notes in Xero, how to perform batch payments and send remittance advice.

ABKA174 Reconciliation and Managing Accounts in Xero

This course will take a look at bank reconciliation in Xero, and will include but not be limited to the process of bank feeds in Xero, how overpayments and prepayments work, and the various bank reconciliation options.

ABKA194 Introduction to Xero Reporting

This course will provide an introduction to the Xero Report Centre, and will look at how to generate and view interactive reports in Xero, how to customise, publish and export reports, and the process of running and lodging a Business Activity Statement.

ABKA210 Introduction to Xero Add-ons

This course will provide an introduction to Xero's add-ons and apps, and will include but not be limited to an overview of four Xero add-ons built and owned by Xero and a look at the Xero App Marketplace.

ABKA292 Certificate in Xero Assessment

Complete a practical case study based assessment using Xero.

Certificate in Xero Payroll

ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA200 Setting up Xero Payroll

This course will provide an introduction to setting up the Xero Payroll module, and will include but not be limited to how to assign users with payroll administration access, how to create pay calendars, and how to create holiday groups.

ABKA182 Managing Payroll Items with Xero

This course will provide a close look at payroll items in Xero, including but not limited to pay item categories, earnings rates, deductions and reimbursement pay items as well as leave items.

ABKA107 New Employees & Leave Requests with Xero

This course will take a look at new employees and leave requests in Xero, and will include but not be limited to setting up employees, entering opening balances, and assigning leave.

ABKA179 Pay Templates in Xero

This course will provide an introduction to pay templates in Xero, and will include but not be limited to how to produce new pay templates, how to apply changes to pay templates and how to apply changes to employee earnings.

ABKA178 Pay Runs in Xero

This course will take a close look at creating and posting pay runs in Xero, and will include but not be limited to processing pay runs, creating unscheduled pay runs, reverting posted pay runs and modifying draft payslips.

ABKA183 Payslips & Payroll Reporting with Xero

This course will provide an overview of payslips and payroll reporting in Xero, and will include but not be limited to accessing historical payslips for employees and how to locate and produce payroll reports.

ABKA145 - Employment Payment Summaries with Xero

This course will provide an introduction to Employment Payment Summaries, including but not limited to the procedure for reconciliation from payroll to the general ledger, how to prepare payroll for the year end and how to produce employment payment summaries so that they can be filed with the ATO and published to the employee's secure portal.

ABKA294 Certificate in Xero Payroll Assessment

Complete a practical case study based assessment using Xero.

Advanced Certificate in Xero

ABKA219 Introduction to Xero Online

This course will provide an introduction and basic overview of Xero, including but not limited to the benefits of using Xero and cloud computing, the system requirements for Xero, and how to navigate the Xero Dashboard.

ABKA212 Aged Receivables & Payables in Xero

This course will provide an in-depth overview of aged receivables and payables, a fundamental area for business owners and accounting staff. This includes but is not limited to the aged receivables and payables process and reports, as well as the cash conversion cycle and ratio reports.

ABKA199 Managing Fixed Assets with Xero

This course will provide an overview of fixed assets in Xero, including but not limited to the process for setting up fixed assets, how to view the fixed asset register and disposal schedule, depreciation options and processes, and the fixed asset reconciliation report.

ABKA206 Budgeting with Xero

This course will look at how to access the budgeting module in Xero and will include information on the purpose of creating and working to a budget, how to create an overall budget in Xero, and instructions on how to import or export budgets and generate budget reports.

ABKG207 Tracking Categories in Xero

This course will provide guidance on how to set up tracking categories to monitor and analyse different areas of a business, and will include but is not limited to the process for creating tracking categories in Xero, the tracking of budgets and payroll expenses, and how to produce reports with tracking categories.

ABKA208 Report Preparation and Analysis in Xero

This course will provide an in-depth look at the reporting options in Xero, including but not limited to an overview of the wide range of reports that can be generated in Xero, the Business Activity Statement (BAS) and Instalment Activity Statement (IAS), and a look at ratio analysis and ratio categories.

ABKA139 Customising Templates in Xero

This course will provide a close look at the useful tool of creating fully customised templates in Xero, and will include but not be limited to the process of creating and assigning branded themes to invoices, purchase orders and credit notes, making a custom branded theme the new default theme, as well as the process of modifying or deleting existing templates.

ABKA209 Introduction to Projects and Expenses

This course will provide an introduction to the many features and tools of Xero Projects and Xero Expenses, both Xero products offered as optional integrations to add to a Xero subscription. It will include but not be limited to information on how to add tasks, project quotes and staff cost rates in Xero Projects, as well as how to create, approve, decline and analyse expenses and mileage claims in Xero Expenses.



myob

Advanced Certificate in MYOB - Delivery and Course Units

Delivery

Online with unlimited tutor support

Course Units

Students will be required to undertake 24 units plus the Official MYOB Advisor Certification assessment over a 6 month period

Certificate in MYOB AccountRight

- ABKA308-2 Setup & Introduction for MYOB AccountRight
- ABKA310-2 Chart of Accounts in MYOB AccountRight
- ABKA312-2 Contacts in MYOB AccountRight
- ABKA311-2 Banking with MYOB AccountRight
- ABKA314-2 Inventory, Quotes & Invoicing in MYOB AccountRight
- ABKA316-2 Receive Payments & Pay Bills in MYOB AccountRight
- ABKA317-2 Bank Reconciliation & Reporting in MYOB
- ABKA225 Payroll in MYOB AccountRight
- ABKA319-2 MYOB AccountRight Assessment

Certificate in MYOB Essentials

- ABKA163-2 Introduction to MYOB Essentials
- ABKA114-2 Chart of Accounts & Banking with MYOB
- ABKA134-2 Managing Contacts with MYOB
- ABKA170-2 Managing Items with MYOB
- ABKA197-2 Managing Invoices & Quotes with MYOB
- ABKA116-2 Managing Bills with MYOB
- ABKA195-2 Managing Reports in MYOB
- ABKA307-2 MYOB Essentials Assessment

Certificate in MYOB Payroll

- ABKA329 Installing MYOB Payroll
- ABKA330 - Payroll Categories
- ABKA331 - Employees & Timesheets
- ABKA333 - Processing Payroll & Termination Pay
- ABKA334 - Payroll Liabilities, Superannuation & Reporting
- ABKA336 MYOB Payroll Assessment
- ABKA1002 - Official MYOB Test

Certificate in MYOB AccountRight

ABKA308-2 Setup & Introduction for MYOB AccountRight

This course will provide an introduction to MYOB AccountRight and will include but not be limited to how to install MYOB AccountRight Plus on a windows computer, how to create and activate company files, setting up preferences as well as backing up and restoring company files.

ABKA310-2 Chart of Accounts in MYOB AccountRight

This course will provide an overview of the Chart of Accounts within MYOB AccountRight, including but not limited to the purpose of a Chart of Accounts, account classifications within MYOB AccountRight, and how to create, edit and delete accounts.

ABKA312-2 Contacts in MYOB AccountRight

This course will provide an introduction to working with contacts (or cards) in MYOB AccountRight, including how to add, edit and delete contacts, how to make contacts inactive and how to customise a card field.

ABKA311-2 Banking with MYOB AccountRight

This course will take a look at the Banking Command Centre in MYOB AccountRight, including but not limited to the Spend Money and Receive Money functions, how to add bank feeds to an MYOB file, how to code transactions from the bank feed screen as well as importing bank statements with a .qif file.

ABKA314-2 Inventory, Quotes & Invoicing in MYOB AccountRight

This course will provide an introduction to inventory, quotes and invoicing within the MYOB AccountRight software, including but not limited to creating new inventory items, entering quotes, orders and invoices, and setting up recurring transactions.

ABKA316-2 Receive Payments & Pay Bills in MYOB AccountRight

This course will provide an overview of receiving payments and paying bills in the MYOB AccountRight software, including but not limited to the various ways to receive payments, how to record money transfers between accounts, and how to record supplier purchases and paying bills.

ABKA317-2 Bank Reconciliation & Reporting in MYOB

This course will provide an introduction to bank reconciliation and reporting within the MYOB AccountRight software, and will include but not be limited to the purpose of a bank reconciliation, how to complete a bank reconciliation, accessing reports within MYOB AccountRight and how to produce various financial reports.

ABKA225 Payroll in MYOB AccountRight

This course will provide an introduction to Payroll within the MYOB AccountRight software, including but not limited to setting up payroll in AccountRight, how to upload employees, how to sign up to STP (Single Touch Payroll) and how to process a pay for a waged and salaried employee.

ABKA319-2 MYOB AccountRight Assessment

Complete a practical case study based assessment using MYOB AccountRight.

Certificate in MYOB Essentials

ABKA163-2 Introduction to MYOB Essentials

This course will provide an introduction to the software package MYOB Essentials, including but not limited to the purpose of using MYOB and cloud accounting, browser requirements, and how to navigate the software.

ABKA114-2 Chart of Accounts & Banking with MYOB

This course will provide an introduction to banking and the Chart of Accounts within MYOB Essentials, and will include but not be limited to the process for setting up the MYOB bank feed facility, the process for reconciling transactions in MYOB Essentials, allocation rules for new transactions, and importing statements.

ABKA134-2 Managing Contacts with MYOB

This course will take a close look at working with contacts in MYOB Essentials, including but not limited to setting up business contacts and setting up customers and suppliers.

ABKA170-2 Managing Items with MYOB

This course will provide an overview of setting up items in MYOB Essentials, the goods and services that a business may buy, sell, hire, lease or otherwise offer for payment. It will include but not be limited to setting up stock items and service items in order to create quotes and invoices, and how to record purchases.

ABKA197-2 Managing Invoices & Quotes with MYOB

This course will provide an introduction to managing sales in MYOB Essentials, including but not limited to sending quotes to customers, how to view, create and edit customer invoices, and how to process payments, returns and credits.

ABKA116-2 Managing Bills with MYOB

This course will provide an overview of managing bills in MYOB Essentials, including but not limited to the process for creating bills using MYOB, how to enter payments against bills, and creating supplier returns.

ABKA195-2 Managing Reports in MYOB

This course will provide an introduction to reporting within MYOB Essentials, including but not limited to how to navigate the reports menu, how to generate reports and what each of the reports represents.

ABKA307-2 MYOB Essentials Assessment

Complete a practical case study based assessment using MYOB Essentials.

Certificate in MYOB Payroll

ABKA329 Installing MYOB Payroll

This course will provide an introduction to the MYOB Payroll software, including how to download and install the MYOB AccountRight Trial Software, how to create and activate a company file and how to load tax tables.

ABKA330 - Payroll Categories

This course will provide an overview payroll categories within MYOB, including but not limited to the process for viewing the wages tab, the process for exempting categories from Tax and Deductions and payroll category classifications available in MYOB AccountRight.

ABKA331 - Employees & Timesheets

This course will provide an introduction to employee cards and timesheets in MYOB Payroll, including but not limited to setting up employee cards, how to enter superannuation details for employees and how to review employee timesheets.

ABKA333 - Processing Payroll & Termination Pay

This course will provide an introduction to preparing and processing a pay run in MYOB Payroll as well as employee termination pay. It will include but not be limited to the information required to process employees' pay, how to process a termination payment and the process for displaying the report that determines outstanding entitlements.

ABKA334 - Payroll Liabilities, Superannuation & Reporting

This course will provide an introduction to payroll liabilities, superannuation and the reporting available within MYOB Payroll. It will include but not be limited to the process for viewing a payroll liability report, the process for paying superannuation amounts for an employee and how to create a superannuation fund for employees.

ABKA336 MYOB Payroll Assessment

Complete a practical case study based assessment using MYOB Payroll.

ABKA1002 - Official MYOB Test

Receive access to the MYOB test. This contains assessment questions to test your knowledge and understanding of MYOB, based on what you have learned in the Certificate in MYOB AccountRight, Certificate in MYOB Essentials and Certificate in MYOB Payroll. Once you have completed this test, you will be awarded an Advanced Certificate in MYOB, a frequent request of employers.

Entry Requirements and Assessment

Entry requirements

This is an open entry course however we recommend that students undertaking this course:

- Are over 18 years of age at the time of commencement
- Have successfully completed a year 12 certificate or equivalent
- Have a strong grasp of computer/technical skills
- Microsoft Office (or freeware equivalent) installed on their computer
- Access to a reliable high-quality internet connection
- Adequate literacy/numeracy skills

Assessment

Assessments will vary amongst individual units and may include:

- Multiple choice
- Short answer
- Practical assessments

The Advanced Xero Package, Advanced Certificate in Xero, Certificate in Xero, Certificate in Xero Payroll, Advanced Certificate in MYOB Certificate in MYOB Essentials, Certificate in MYOB AccountRight, Certificate in MYOB Payroll and the Advanced Xero Package & Advanced Certificate in MYOB Package courses are all owned and delivered by Career Academy Australia Pty Ltd (ABN 50 612 664 561) (TCA). Please note that all above listed TCA courses are not Nationally recognised VET (Vocational Education and Training) accredited qualifications.

FAQs

How do I enrol?

You can enrol online by clicking the 'enrol now' button on your course of study page, or by reaching out to an Education Adviser on 1300 306 146 or courseconsultant@mentor.edu.au

How long do I have to finish?

Course durations can vary but are generous to accommodate for consistent part time study. This allows for study to be managed along-side other work or life commitments.

How quickly can I finish?

We don't restrict how quickly you work through the course. The typical duration can vary depending on your area of study.

Does Mentor offer group and corporate training solutions?

Yes, please reach out on 1300 306 146 or courseconsultant@mentor.edu.au to discuss how we can meet your corporate training needs.

How to Enrol

To enrol, you can complete one of the following options:



Online

Visit our website, view the Advanced Xero Package and Advanced Certificate in MYOB course page and complete the online enrolment form



Email

Download and complete the Student Enrolment Form and scan/email to courseconsultant@mentor.edu.au



Phone

Call 1300 306 146 (option 1 'new enquires ') or +61 3 8317 2953 (for International students) and speak with one of our dedicated Education Advisers.

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