

XERO 101 SERIES

SAVE THE DATE FOR OUR UPCOMING WORKSHOPS



DIPROSE MILLER IS PROUD TO PRESENT THE XERO 101 SERIES

INTRO TO XERO

Thursday 8 June | Friday 22 September
10am - 12pm

- Introducing Xero
- Bank feeds
- Reconciling
- Cash coding
- Bank rules
- GST filing

INSIGHT INTO INVOICING

Friday 14 July | Friday 27 of October
10am - 12pm

- Sales, purchases and reconciliations
- Branding your invoices
- Managing part/over payments
- Loading bills – why/why not
- Correcting mismatches on invoices and payments
- Credit notes/refunding or offsetting
- Creating and using batch payments

UNDERSTANDING PAYROLL

Thurs 25 May | 2pm - 4pm
Thurs 31 Aug | 10am - 12pm
Thurs 30 Nov | 10am - 12pm

- Setting up employees
- Processing pay runs
- Leave – annual, statutory, sick
- Average daily pay vs relevant daily pay
- Importance of days paid in pay run
- Filing online via MyIR

ALL WORKSHOPS TAKE PLACE
AT DIPROSE MILLER,
53 – 61 WHITAKER ST, TE AROHA

Register by contacting Diprose Miller on
07 884 8055, and keep an eye on our Facebook
page and website for more information.

www.diprosesmiller.co.nz

Cost \$30 per workshop

