

Computerised Accounting Using Xero

	Getting Started with Xero	7
1	Introducing Computerised Accounting Systems and Xero	17
2	Setting up a New Service Business	61
3	Service Business - Spending and Receiving Money	85
4	Credit Purchases and Credit Sales	121
	Practice Exercise 1: Pins and Needles	149
5	Setting up Xero for an Existing Trading Business	159
6	Recording Transactions of a Trading Business	203
7	Petty Cash and Bank Rules	255
8	Importing Data into Xero	295
9	Customer Management and Transaction Entry	319
10	Financial Year End Procedures and Reporting	359
	Practice Exercise 2: Clever Tots	401
	Organisation Index	417
	Index	418