



Contents

Computerised Accounting Using Xero

	Getting Started with Xero	7
1	Introducing Computerised Accounting Systems and Xero	15
2	Setting up a New Service Business	55
3	Service Business – Spending and Receiving Money	77
4	Credit Purchases and Credit Sales	111
5	Setting up Xero for an Existing Trading Business	137
6	Recording Transactions of a Trading Business	177
7	Importing Data into Xero	219
8	Customer Management and Transaction Entry	241
9	Financial Year End Procedures and Reporting	275
	Case Study Index	315
	Index	316