



Alpha Omega Accounting Training Guide

Although we set up your Xero accounting platform every business owner should have a basic understanding of their own books and processes. There are a number of reasons for this but the most important is if something was to happen to us (hit by a bus, tornado took out the office) you would be able to stay on track until we were either up and running again or you could hire someone.

In addition to the live or on-line training we will do for you and your staff you can access the pre-recorded videos for common questions. We also have available for you [small business guides](#) to help you with everything from financing to inventory. Check them out when you have a chance.

Remember we are here to help you. Please drop us an [email](#) or you can [schedule an appointment](#).

Understanding the dashboard	https://bcove.video/2E2pJ2Z
Confirming Settings	https://bcove.video/2GhvH1D
Attaching files	https://bcove.video/2GyFQdM
Connecting bank accounts	https://bcove.video/2pN9pPI
Reconciling bank accounts	https://bcove.video/2lf2mFY
Creating quotes	https://bcove.video/2GEQEgK
Invoicing customers	https://bcove.video/2pOyol6
Creating purchase orders	https://bcove.video/2pMK4oB
Paying suppliers	https://bcove.video/2GkGJDB
Managing projects – this is an add on to Xero	https://bcove.video/2l8pYvy
Connecting apps – this is basic information each app will have special instructions	https://bcove.video/2GEUcck

If you have any questions about the client onboarding resources, get in touch with the Education Team at training@xero.com.