

# ACCOUNTING SOFTWARE XERO Certification Program

## Who can do?

- Graduates & Under Graduated and Intermediate Pass Candidates and like to pursue a career in Accounting.
- Already working and interested to switch over to field in Accounting.
- Already work as an accountant and like to excel in terms of better position and compensation.
- Already working as an accountant in Companies and want to get the certification in International market.

**100,000+ Students  
have been Trained**

since  
1997

**Program is  
offered by**

**3D EDUCATORS  
INT**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**



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## Program Details

### INAUGURATION

The Training Program will be inaugurated by a senior member of 3DEducators

### Program Schedule:

Digital Accounting (Xero)

Through xero.com

### ABOUT THE PROGRAM INSTRUCTOR

The “**ACCOUNTING SOFTWARE XERO THROUGH XERO.COM**” Program will be conducted by Senior Accountants who has fifteen years’ of experience in the field of Accounting and Audits.

The trainers are qualified and certified Chartered Accountants and well versed on particular tools

At present, faculty is working at senior position in the good Reputable multi located over the world. He has also involved in training and development for last fifteen years.

### Other Learning Activities

Classroom Assignments	04
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### In Affiliation with





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### **XERO ACCOUNTING SOFTWARE**

#### **1. Introduction to Accounting**

- Basic Rules of accounting
- Accounting Cycle
- Accounting Terminologies

#### **2. Introduction To XERO**

- How to open an account and gear up
- Navigation Aids
- Menus
- Overview of Xero Environment

#### **3. General Ledger**

- Charts of Accounts
- Adding new accounts
- Editing Charts of Accounts
- Creating General Journal Entries
- Accounts Reconciliation
- Adjusting Entries

#### **4. Inventory Items**

- Creating Inventory Items
- Creating Bill of Materials (BOM)
- Steps for making adjustments



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### **5. Sales**

- Working with customers
- Adding Customers Records
- Quotations
- Sales Order
- Invoicing
- Receipts
- Producing Statements

### **6. Purchase**

- Working with Vendors
- Adding Vendors Record
- Purchase Order
- Goods Receiving Notes (GRN's)
- Payments

### **7. Xero Expenses**

- Easily record, claim, and manage expenses and receipts online.
- Easily Record
- Claim
- Manage Expenses
- Receipts Online

### **8. Pay Bills and Pay run**

- Pay Bills on time
- Reduce office Expenses
- Improve Cash flow
- Track Employees, Payroll Information ,Use of Payroll Tool



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### **9. Bank Connections and reconciliation**

- Monitoring bank transactions
- Track of money
- Daily Updates
- Bank Reconciliations

### **9. Project , Mobile Apps , Quotes**

- Projection of Money
- Right money for the right assigned job
- All transactions on mobile apps
- Reporting
- Streamline your sales process with professional online quotes
- Financial Reports and Budgeting

### **10. DashBoard and Multi currency, fixed assets**

- Business Performance Dashboard
- Deals in Multi Currency
- Sales tax management
- Fixed Assets discovery
- Searching methodologies



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## **TERMS & CONDITIONS**

### **WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

### **CONDUCT AND DISCIPLINE**

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### **EVALUATION AND GRADING**

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.



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The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

<b>A</b>	<b>87 - 100</b>
<b>B+</b>	<b>81 - 86</b>
<b>B</b>	<b>72 - 80</b>
<b>C+</b>	<b>66 - 71</b>
<b>C</b>	<b>60 - 65</b>
<b>F</b>	<b>below 60</b>



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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



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**ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

**DISTANCE NOT MATTER**

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.



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### PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

### CONTACT US

021-34141329, 0333-2402474  
021-34857148

info@3deducators.com  
<http://www.3deducators.com>

Get the Admission Form

**Download Form** 

**MANAGEMENT  
3D EDUCATORS  
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