XERO PRACTICAL CERTIFICATE COURSE

Accounts Payable Officer

From purchase order to payment—and everything that keeps AP under control.

Delivery: **Online** | Level: **Starter**



4 weeks	15	2	3 months	Live	Included
Structured Pathway	Practical Lessons	Client Case Studies	Portal Access	Workshop & Query Session	Certificate of Completion

ABOUT THE COURSE

Learn how to manage the accounts payable cycle in Xero, including supplier onboarding, invoice processing, approvals, credits, payment runs, reconciliations and month-end procedures.

Designed for learners building practical skills for Accounts Payable Officer and accounts support roles.

FIFTEEN LESSONS ACROSS FOUR STAGES

STAGE 1
Accounts payable foundations

STAGE 2
Purchase and invoice processing

STAGE 3
Supplier payments

STAGE 4
Reconciliations and month-end

WHO IT'S FOR

- Learners preparing for Accounts Payable Officer roles
- Accounts or administration staff moving into AP responsibilities
- Small-business staff responsible for supplier invoices and payments
- Accounting students and graduates seeking practical Xero experience
- Bookkeepers wanting to strengthen their purchase-to-pay workflow

01 WHAT YOU'LL LEARN TO DO

By completing this course, you'll learn how to:

- **Supplier setup**
  Create and review supplier records, payment terms and banking information.
- **Invoice matching**
  Match invoices against purchase orders and supporting documents.
- **Payment runs**
  Prepare payment runs, batch payments and payment allocations.
- **AP reconciliations**
  Complete supplier statement and AP control-account reconciliations.
- **Purchases and credits**
  Manage purchase orders, supplier bills, imports, returns and credits.
- **Payables review**
  Review aged payables and investigate outstanding supplier balances.
- **Bank reconciliation**
  Reconcile payments passing through bank and clearing accounts.
- **Month-end**
  Perform AP month-end checks and prepare accrual information and reports.

02 WHAT'S INCLUDED

Practical learning—not just software demonstrations

The course includes:

Guided Xero Activities
Complete accounts payable tasks through structured, step-by-step exercises.

Client Case Study 1
Manage a standard AP workflow from supplier onboarding and purchase order creation through to payment.

Client Case Study 2
Resolve missing invoices, duplicate transactions, supplier credits and reconciliation differences at month-end.

Knowledge Assessment
Check your understanding of accounts payable processes, controls and Xero workflows.

Live Practical Workshop
Connect the individual tasks and work through the broader AP process with trainer guidance.

Query Support Session
Receive support while completing the practical activities and case studies.

Workplace Templates
Use supplier onboarding, invoice approval, payment-run, reconciliation and month-end checklists.

Certificate of Completion
Receive a NextGen IQ Certificate of Completion after successfully meeting the course requirements.

Fifteen lessons across four stages

Follow the journey stage by stage, from AP foundations through to reconciliations and month-end.

4	15
STAGES	LESSONS

STAGE 01
Lessons 01–03

Accounts payable foundations

01 The Accounts Payable Officer Role
Understand the purchase-to-pay cycle, key responsibilities, supporting documents, approval processes and internal controls.

02 Supplier Onboarding and Verification
Create supplier records and review ABN information, GST registration, payment terms and bank details.

03 Inventory, Purchases and Expenses
Understand inventory items, business purchases, expense coding and GST treatment.

STAGE 02
Lessons 04–08

Purchase and invoice processing

04 Managing Purchase Orders
Create, approve and issue purchase orders and convert approved orders into supplier bills.

05 Invoice Matching and Approval
Match purchase orders, supplier invoices and evidence that goods or services were received.

06 Managing Supplier Bills
Enter and code supplier bills, apply tracking information and manage payment dates.

07 Importing Accounts Payable Transactions
Prepare and import supplier bill data while identifying errors and duplicate transactions.

08 Purchase Returns and Supplier Credits
Process purchase returns, credit notes, overpayments and available supplier credits.

Fifteen lessons across four stages

Stages 3 and 4 move into supplier payments, reconciliations and month-end procedures.

4	15
STAGES	LESSONS

STAGE 03
Lessons 09–12

Supplier payments

09 Aged Payables and Supplier Queries
Review outstanding liabilities, investigate overdue items and respond to supplier enquiries.

10 Preparing Payment Runs
Select approved invoices and prepare scheduled payments according to their due dates.

11 Batch Payments and Payment Allocation
Process payment batches and allocate payments accurately against supplier bills.

12 Clearing Accounts and Bank Reconciliation
Manage clearing-account transactions and reconcile supplier payments against the bank account.

STAGE 04
Lessons 13–15

Reconciliations and month-end

13 Supplier Statement Reconciliations
Identify missing invoices, credits and payments by reconciling supplier statements against Xero.

14 Accounts Payable Control Reconciliation
Review aged payables and reconcile the AP balance to the general ledger.

15 AP Month-End Procedures and Reporting
Review cut-off, identify unpaid expenses, prepare accrual information and produce AP reports.

04 WHO THIS COURSE IS FOR

This course is suitable for:



- Learners preparing for Accounts Payable Officer roles
- Accounting students and graduates seeking practical Xero experience
- Accounts or administration staff moving into AP responsibilities
- Bookkeepers wanting to strengthen their purchase-to-pay workflow
- Small-business staff responsible for supplier invoices and payments

No previous Xero or accounts payable experience is required. Basic accounting knowledge will be helpful.

SKILLS RELEVANT TO ROLES SUCH AS

Accounts Payable Officer | Accounts Payable Assistant | Accounts Officer | Finance Assistant | Accounting Assistant | Junior Bookkeeper

05 FAQS

Common questions

01
Is this course suitable for beginners?

Yes. The course starts with AP foundations and supplier setup before progressing into invoice processing, payments, reconciliations and month-end procedures.

02
Is this just a Xero software course?

Xero is used to complete the practical work, but the course teaches the wider accounts payable process, including documents, approvals, controls, supplier queries and reconciliations.

03
Will this course help me prepare for an Accounts Payable Officer role?

The course develops practical skills relevant to AP and accounts support positions. Employment outcomes will also depend on your qualifications, experience and individual employer requirements.

04
Will I receive a certificate?

Yes. Learners who successfully meet the course requirements receive a NextGen IQ Certificate of Completion. This is a practical, non-accredited short course and is not a nationally recognised qualification.

Still unsure?

Have a question before enrolling? Talk to an Adviser by phone or chat with us.

Talk to an Adviser