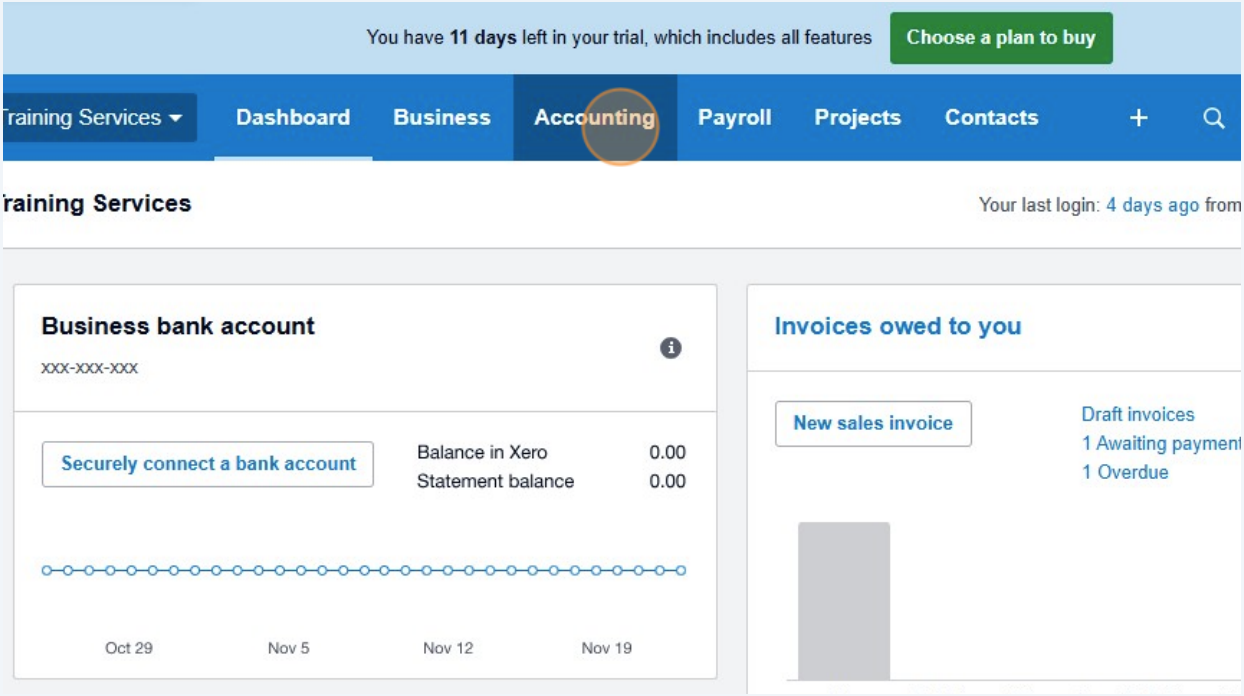
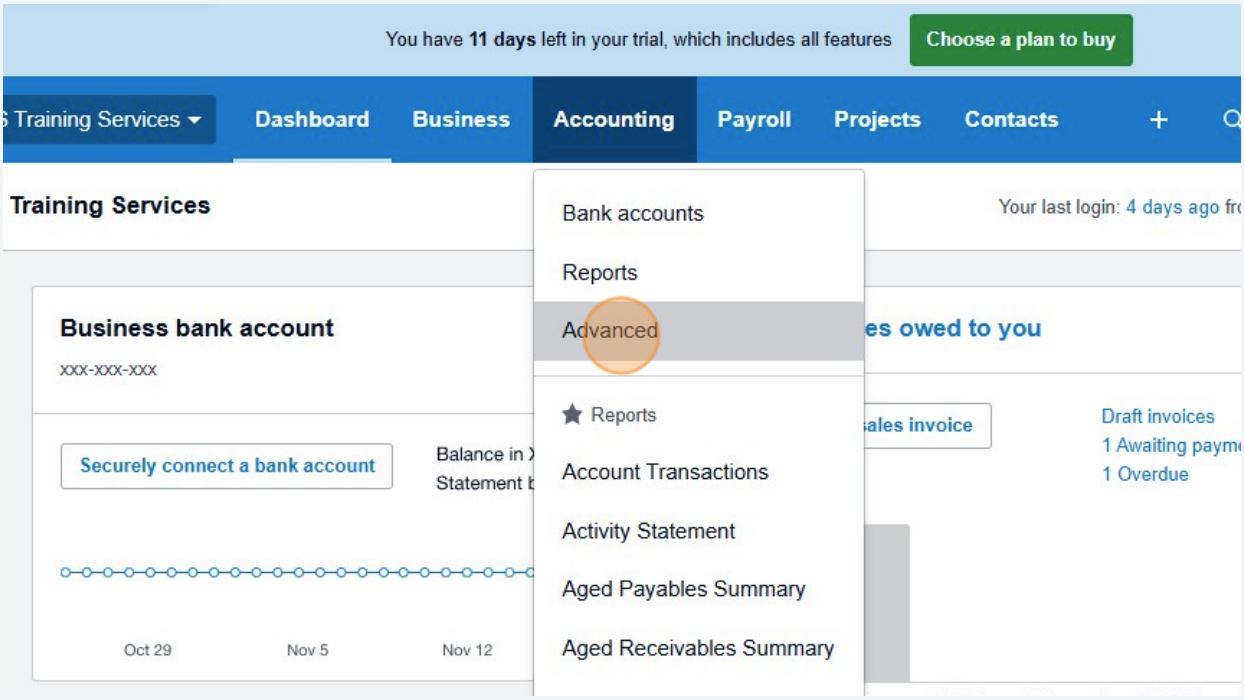
Update Conversion Balances and Create Sales and Purchase Entries

1 Navigate to https://go.xero.com/app/!SbW82/dashboard

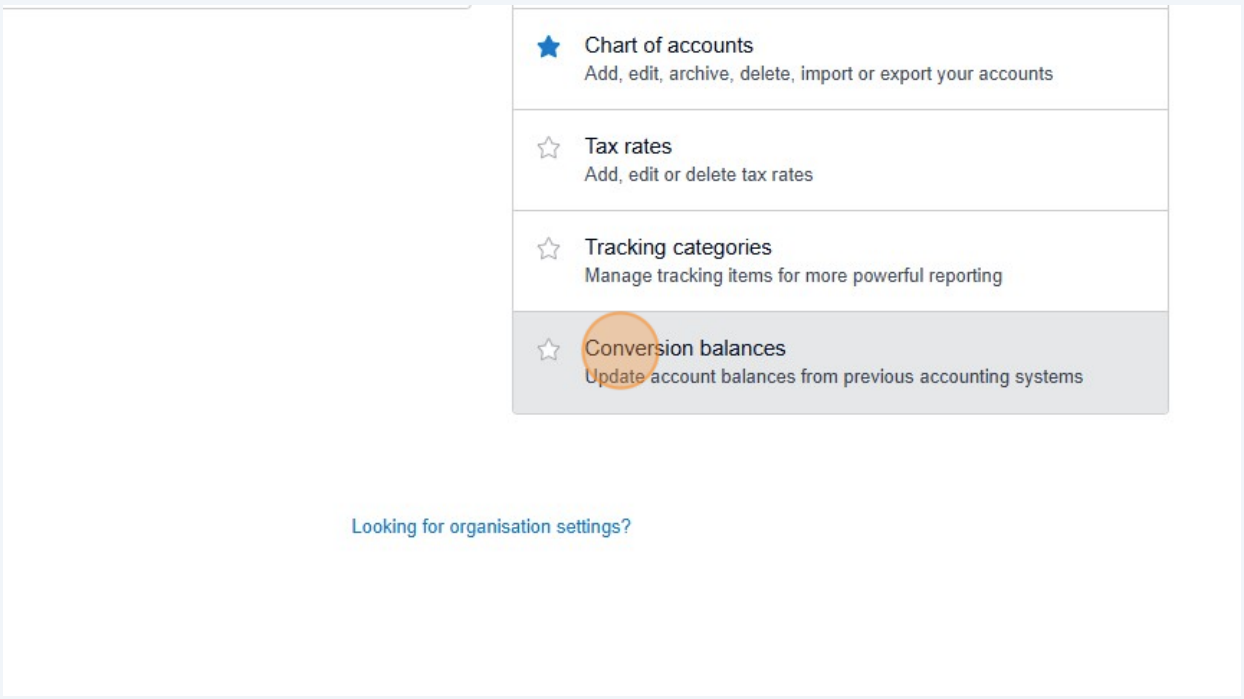
2 Click "Accounting"



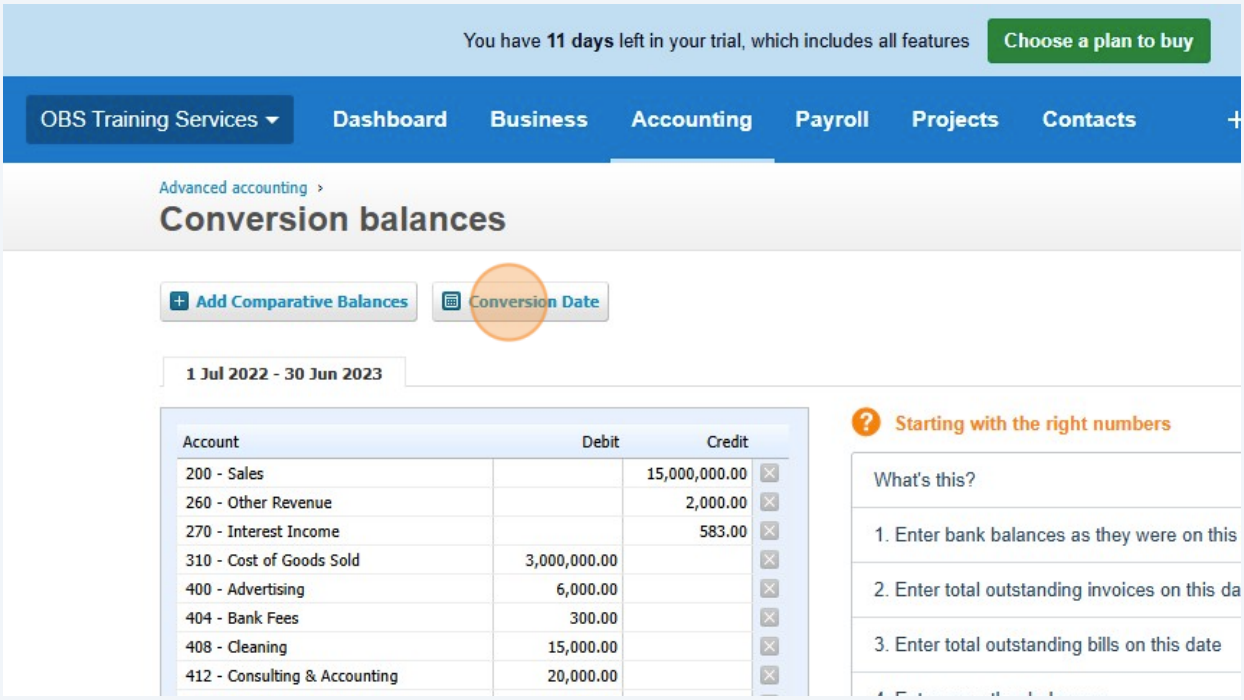
3 Click "Advanced"



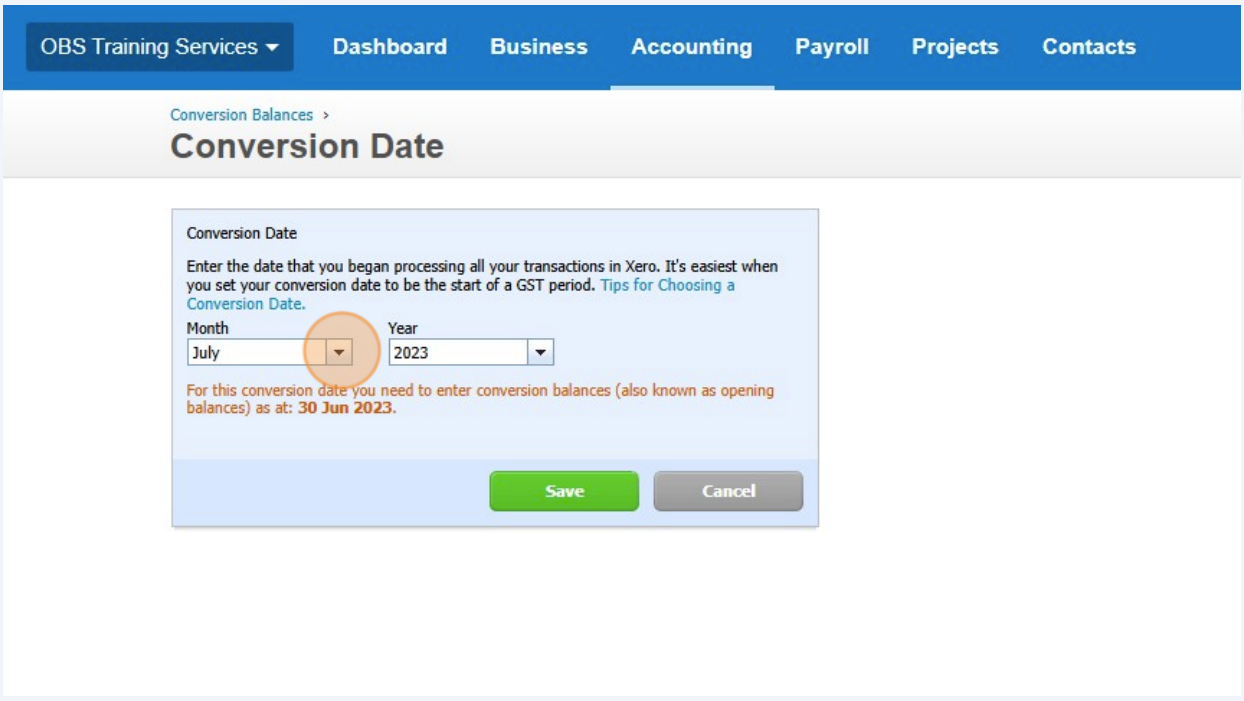
4 Click "Conversion balances"



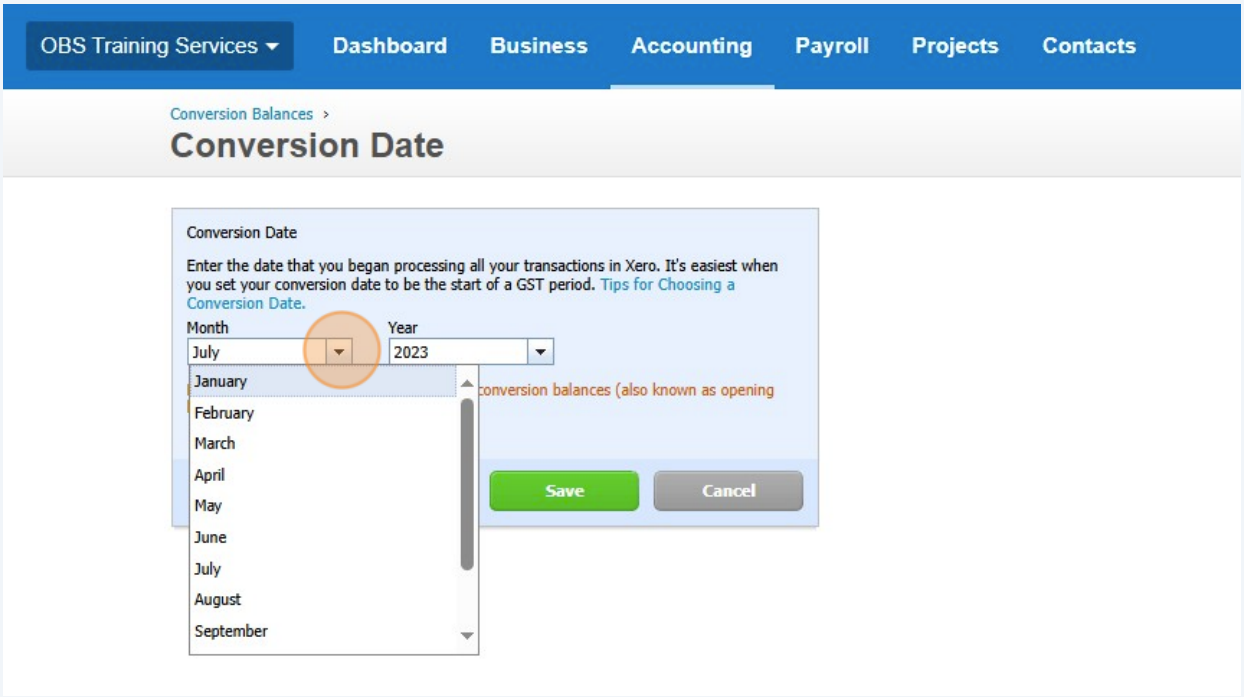
5 Click "Conversion Date"



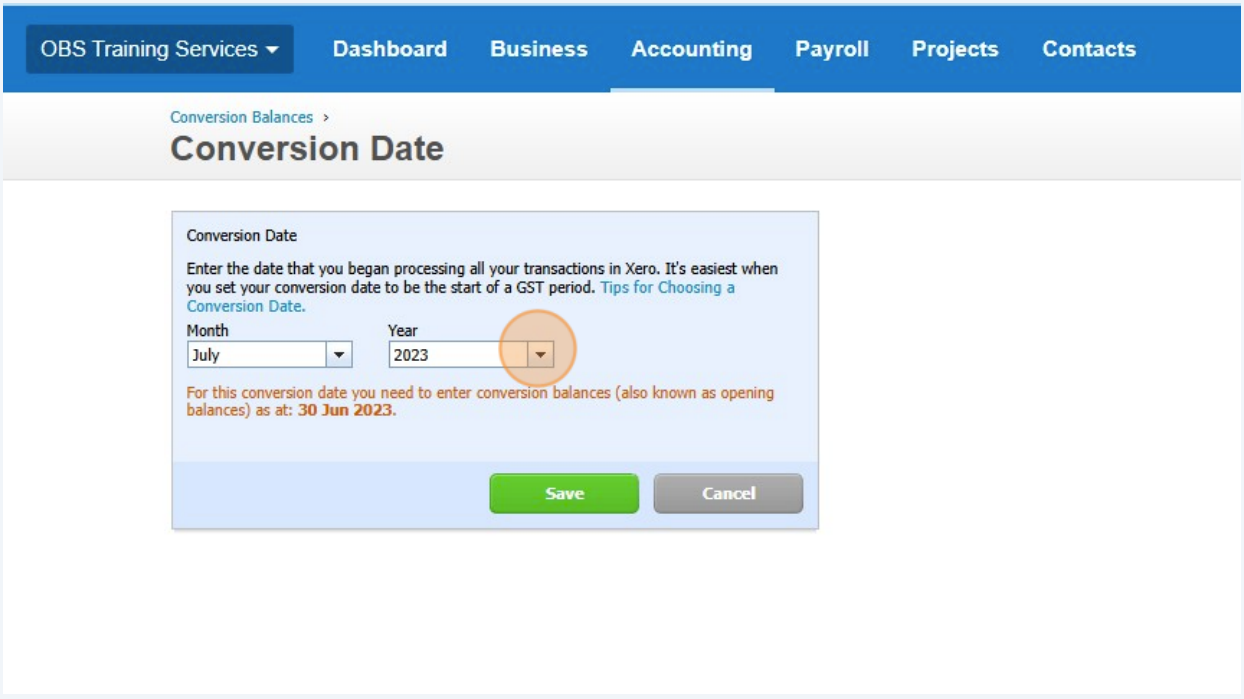
6 Click this link.



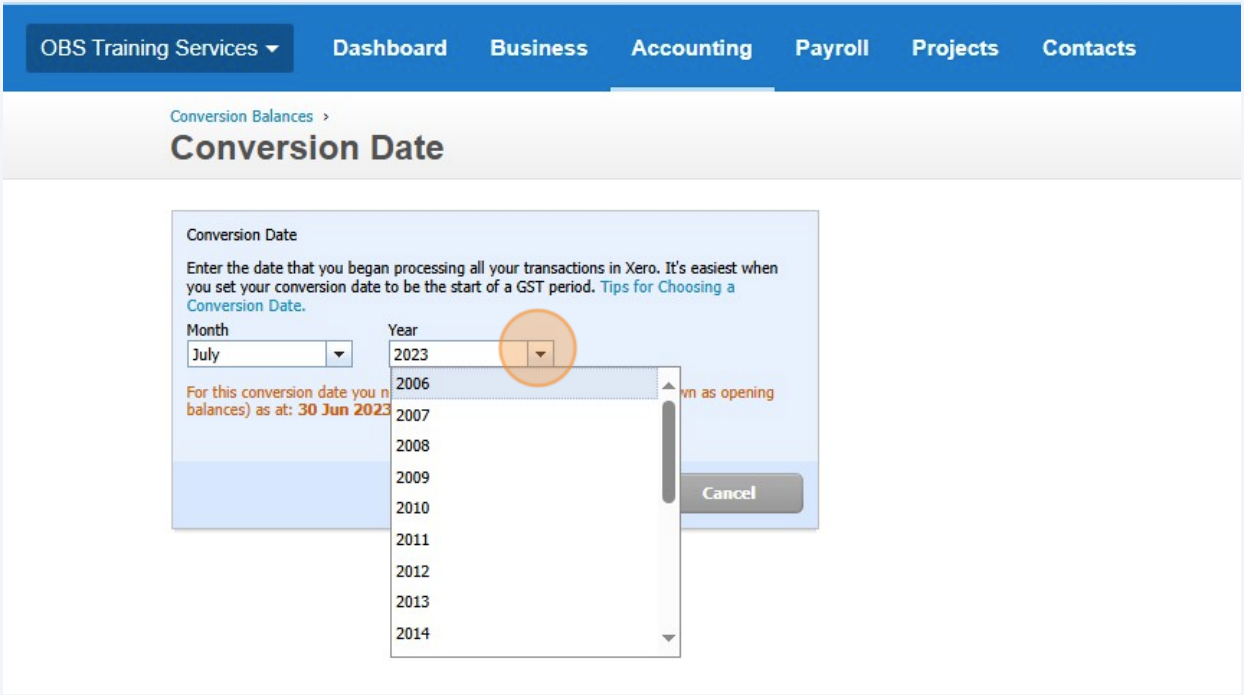
7 Click this link.



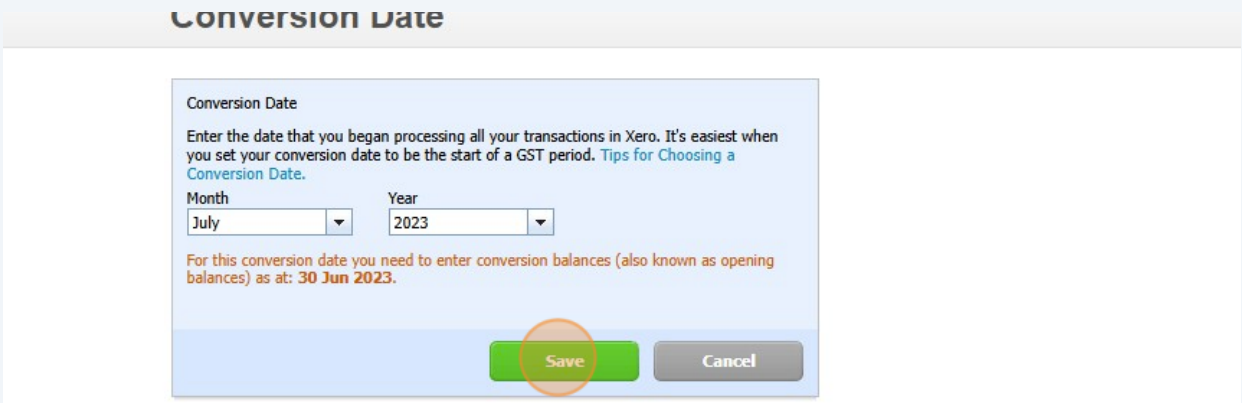
8 Click this link.



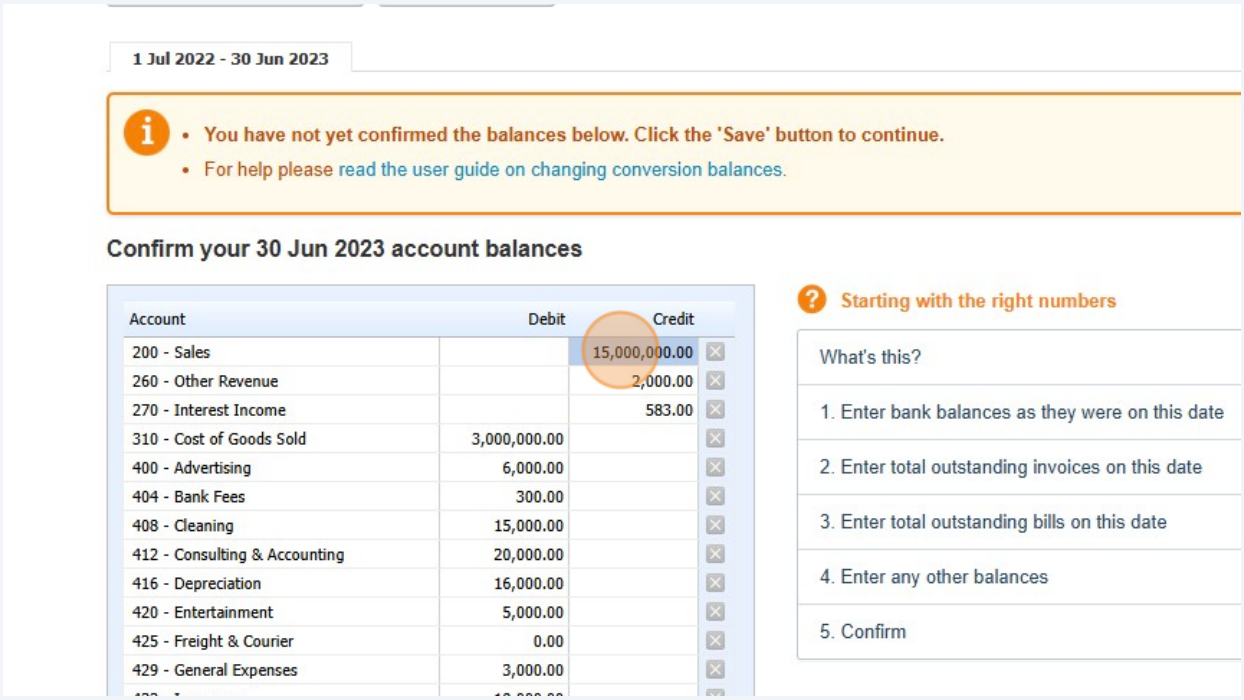
9 Click this link.



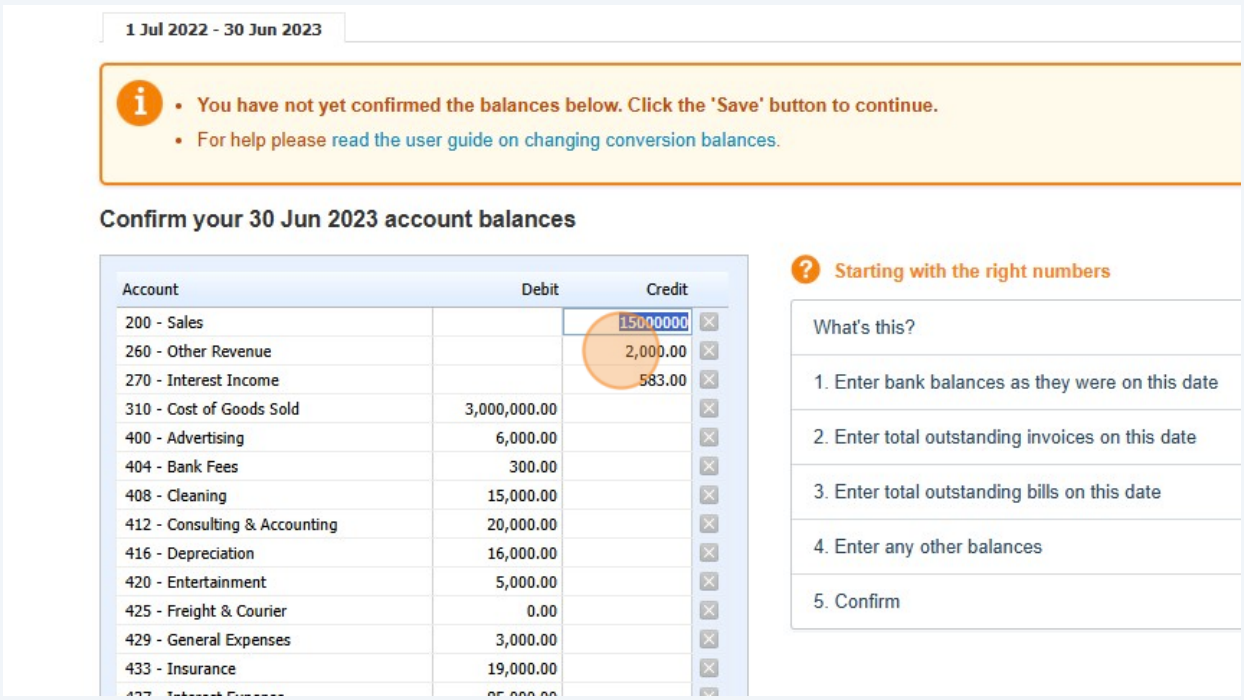
10 Click "Save"



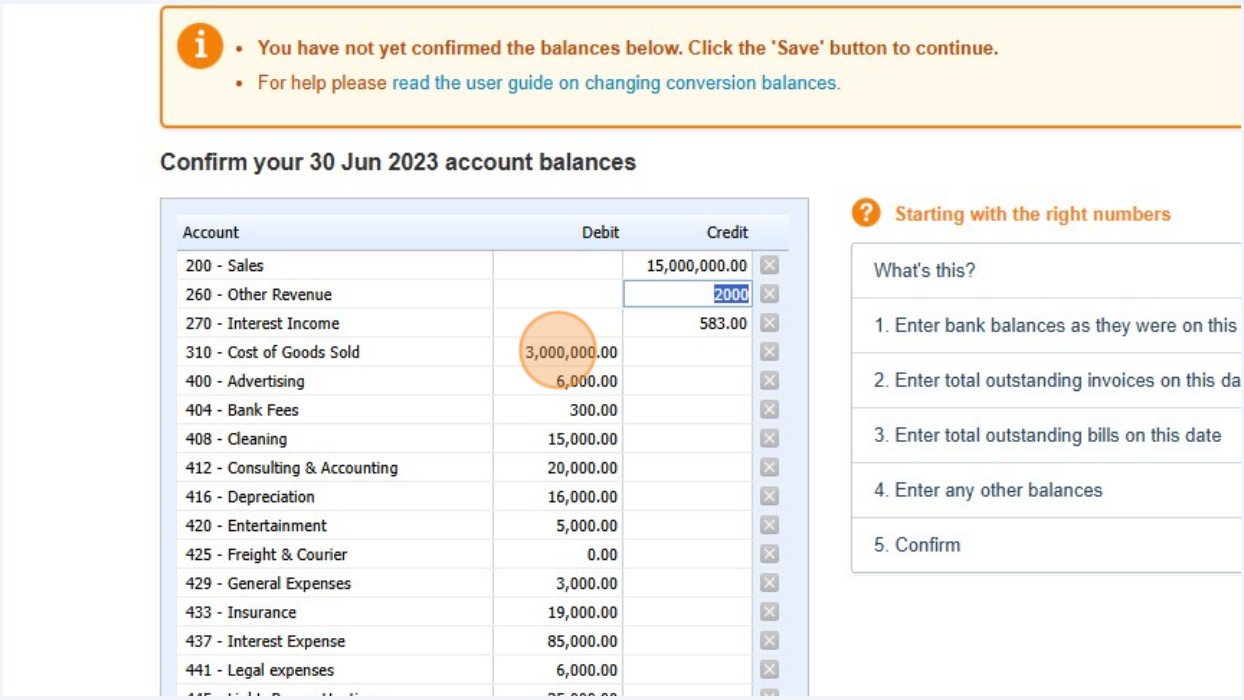
11 Click "15,000,000.00"



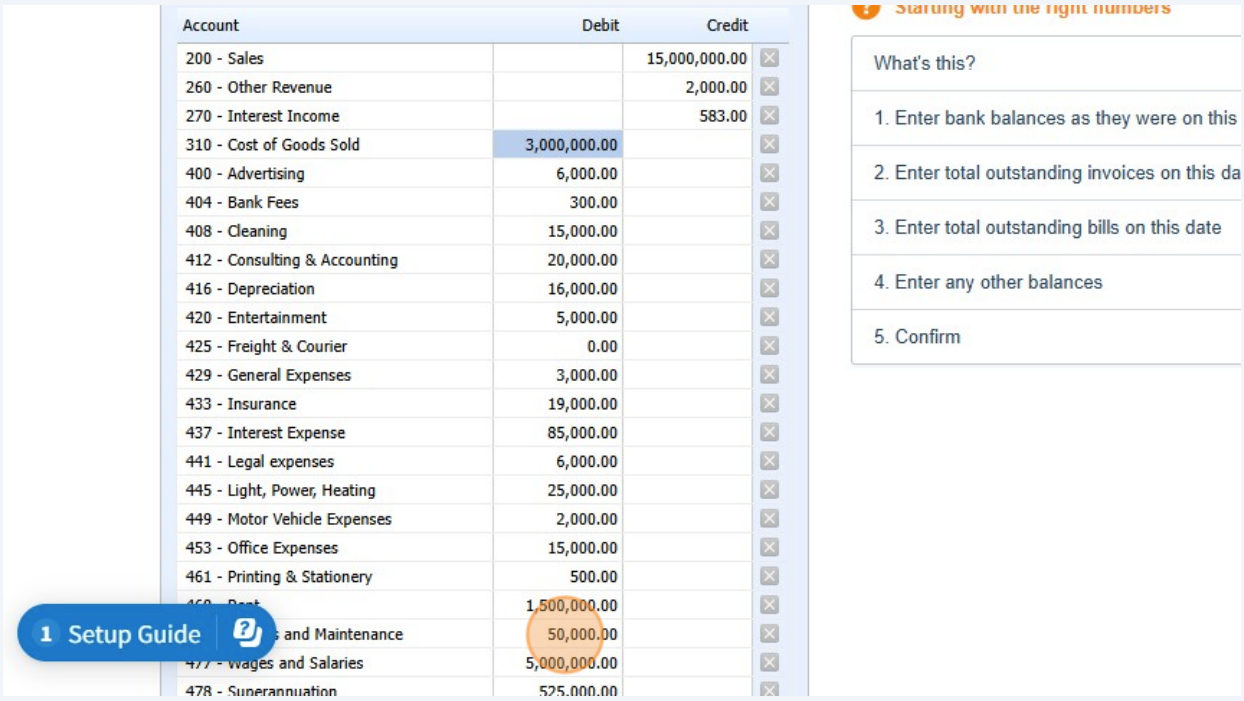
12 Click "2,000.00"



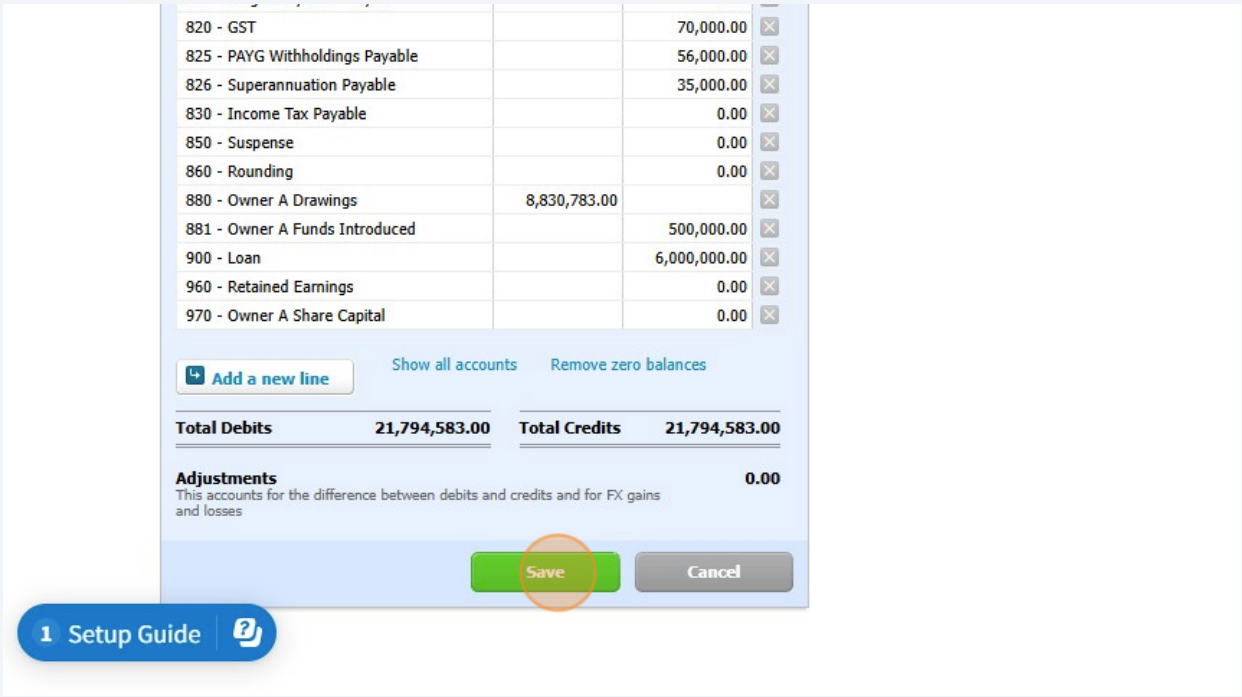
13 Click "3,000,000.00"



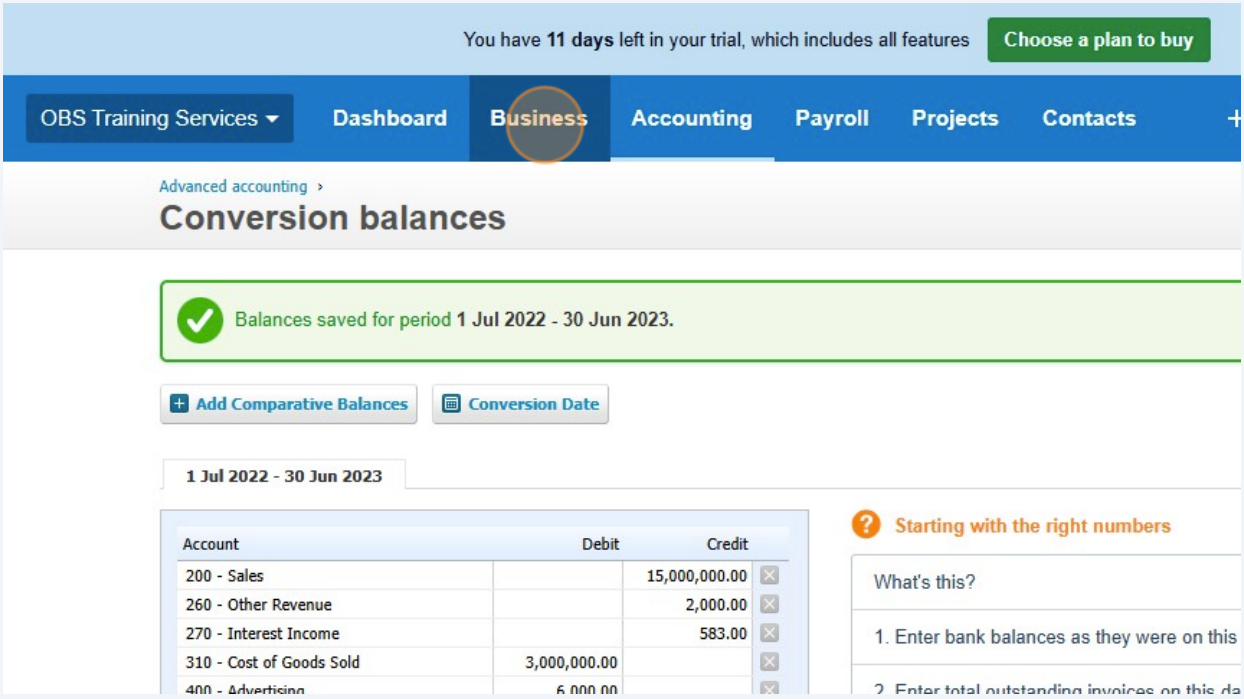
14 Click "Save"



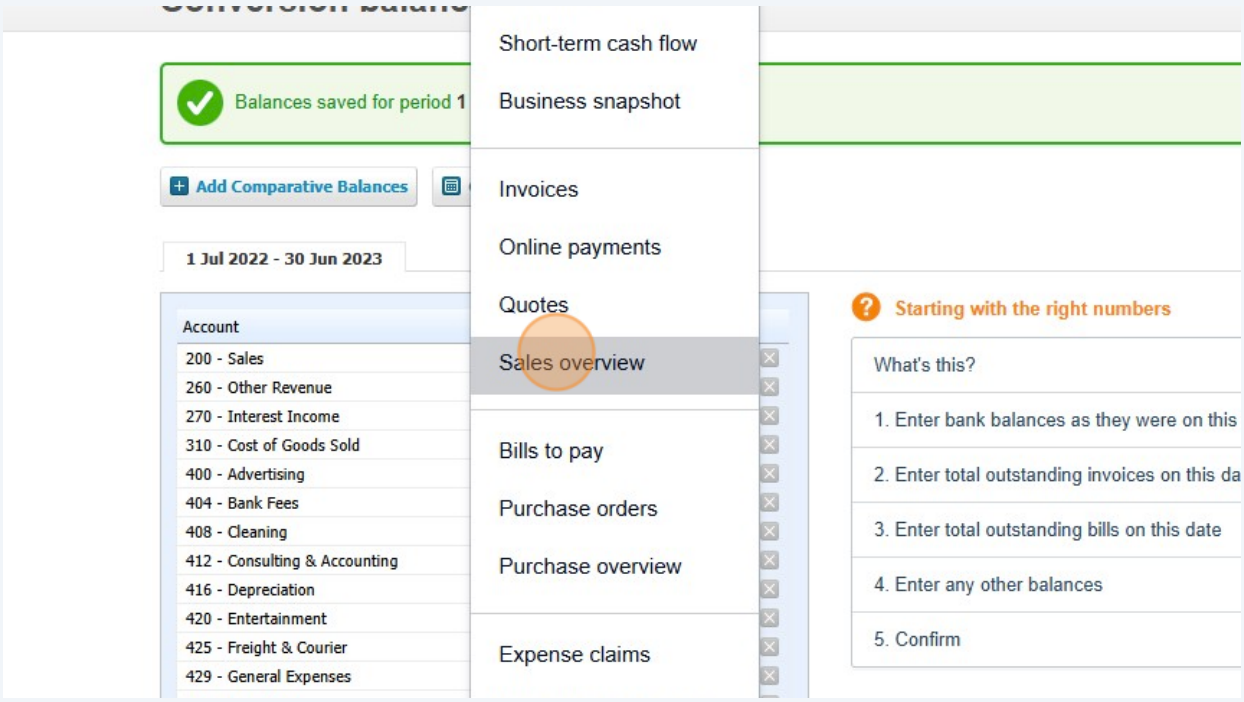
15 Double-click "Save"



16 Click "Business"

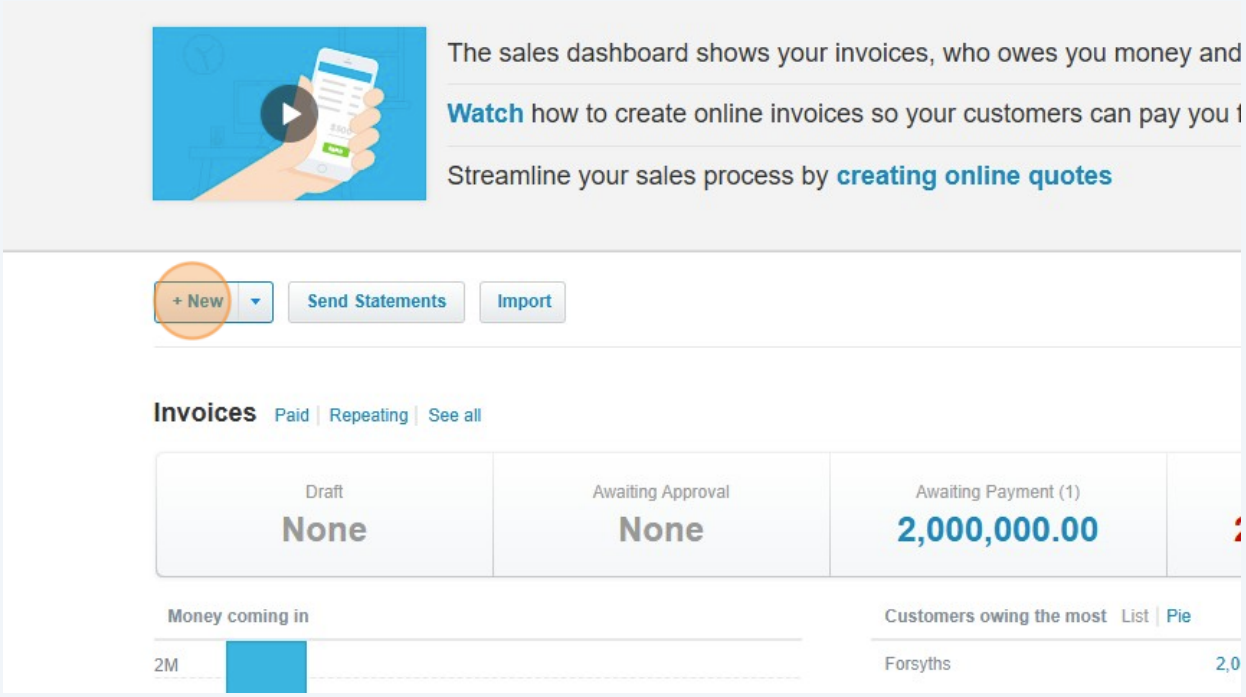


17 Middle-click "Sales overview"

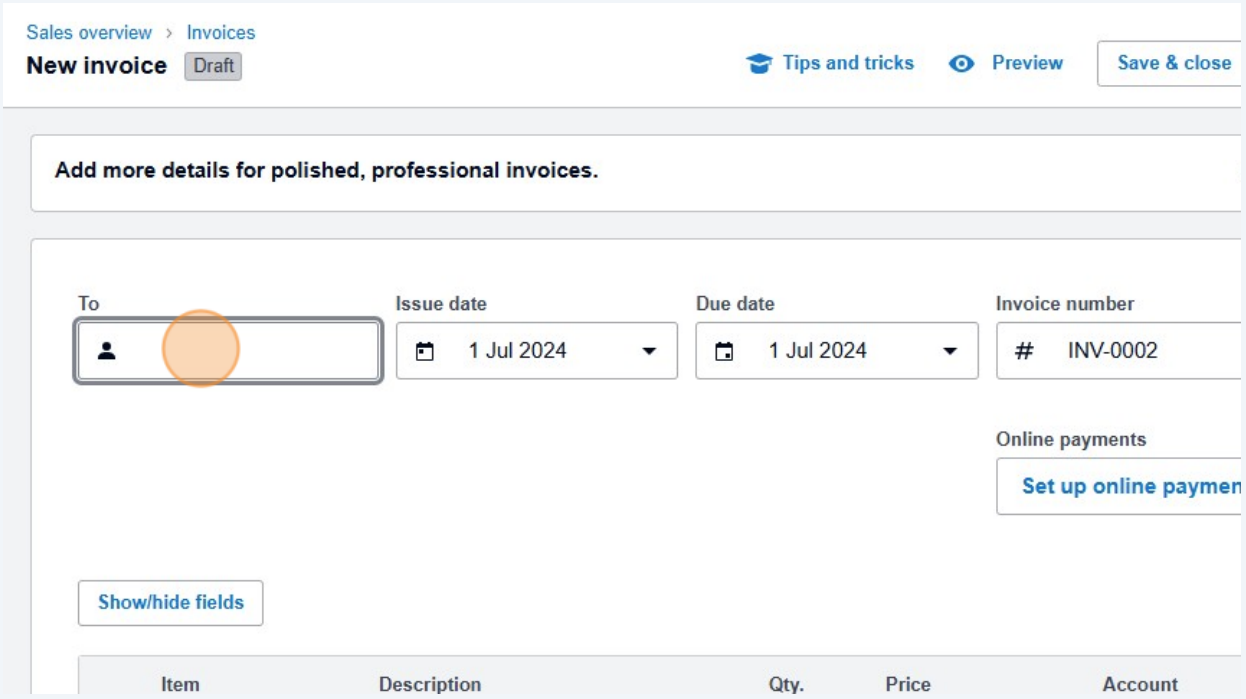


18 Switch to tab "Xero | Sales overview | OBS Training Services"

19 Click "+ New"

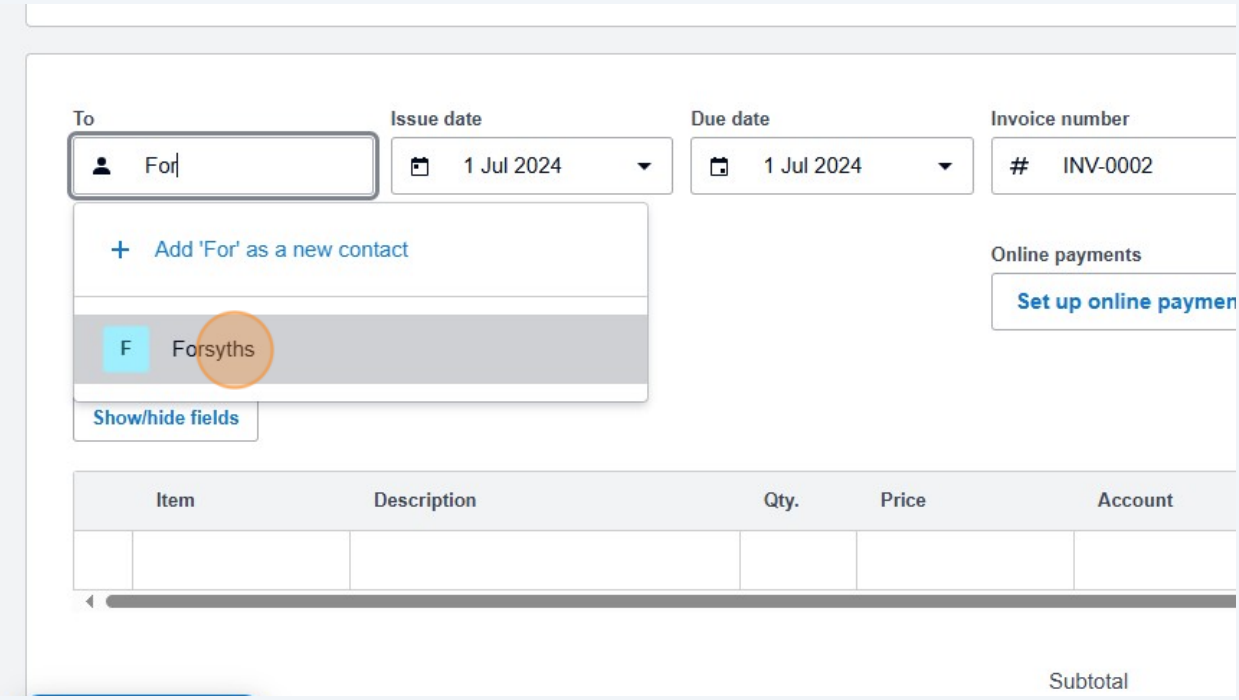


20 Click the "To" field.

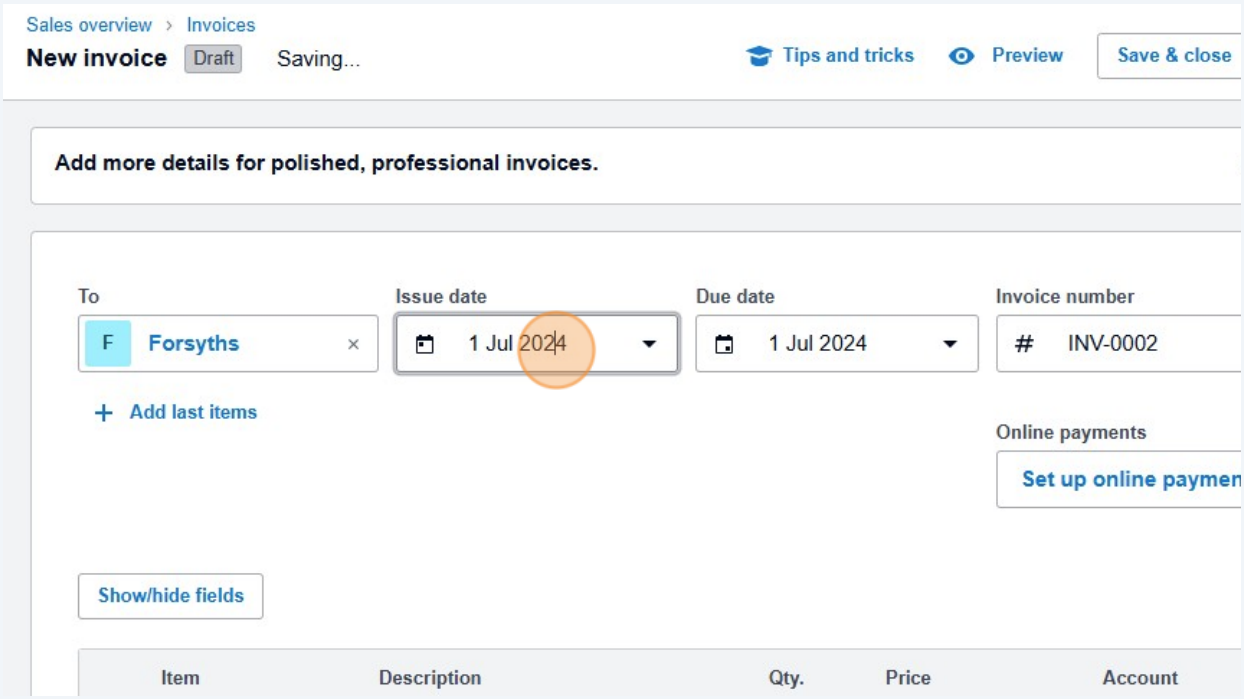


21 Type "For"

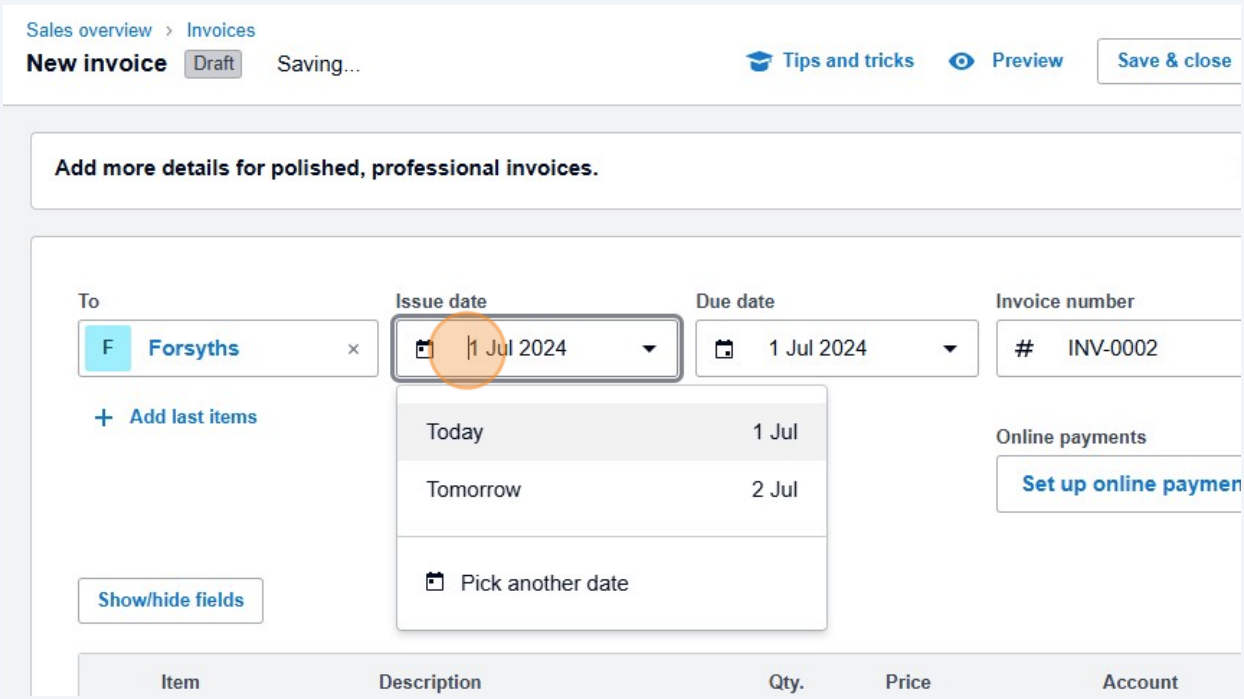
22 Click "Forsyths"



23 Click the "Issue date" field.



24 Click the "Issue date" field.



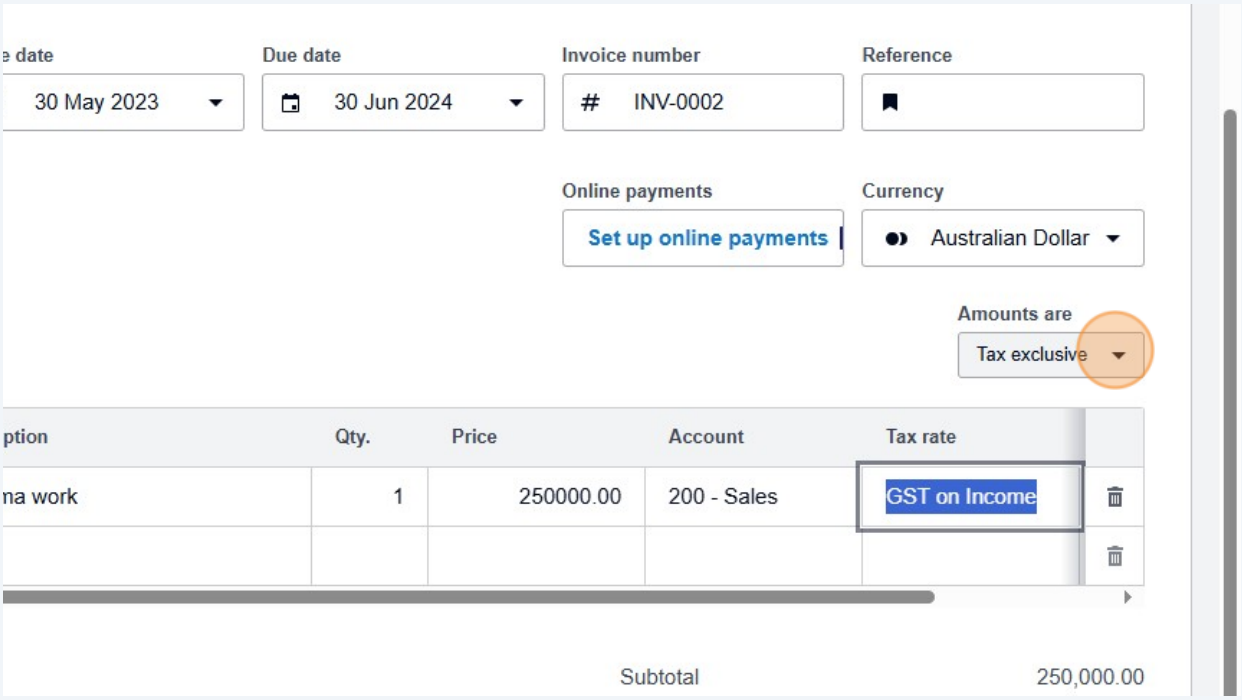
25 Type "30/5/2023 **tab** 30/6/2024 **tab tab**"

26 Click the "Description" field.

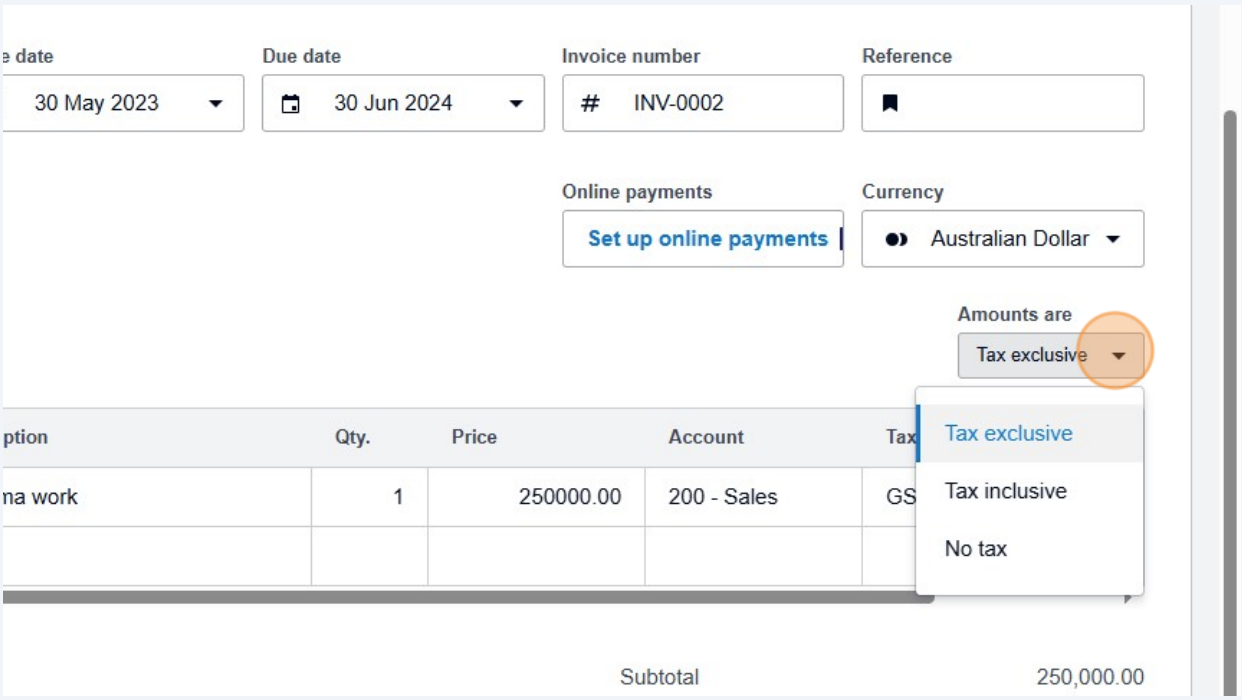


27 Type "Carisma work **tab** 1 **tab** 250000 **tab tab**"

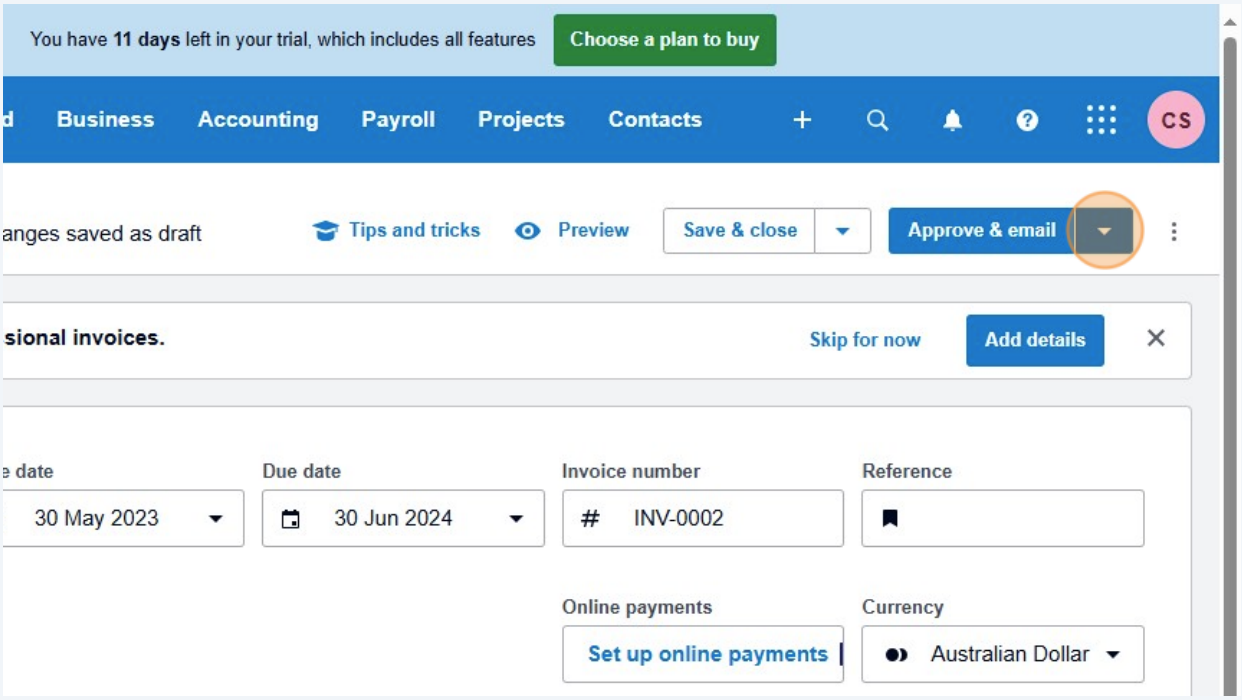
28 Click here.



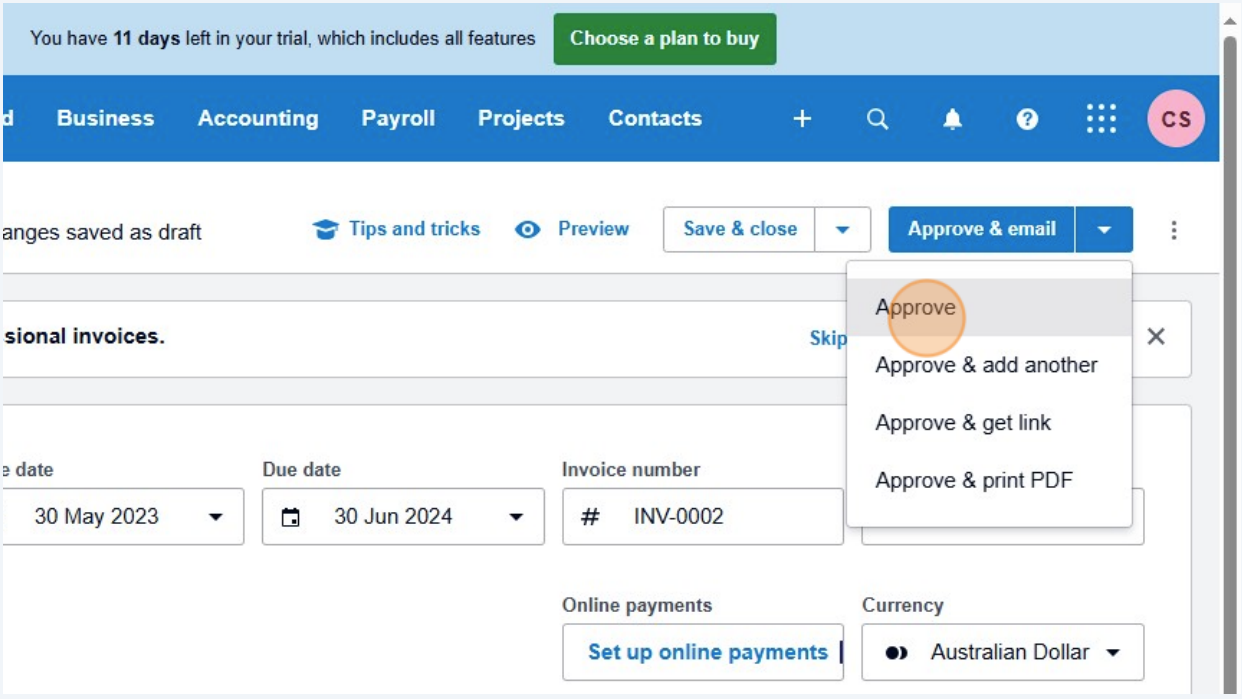
29 Click here.



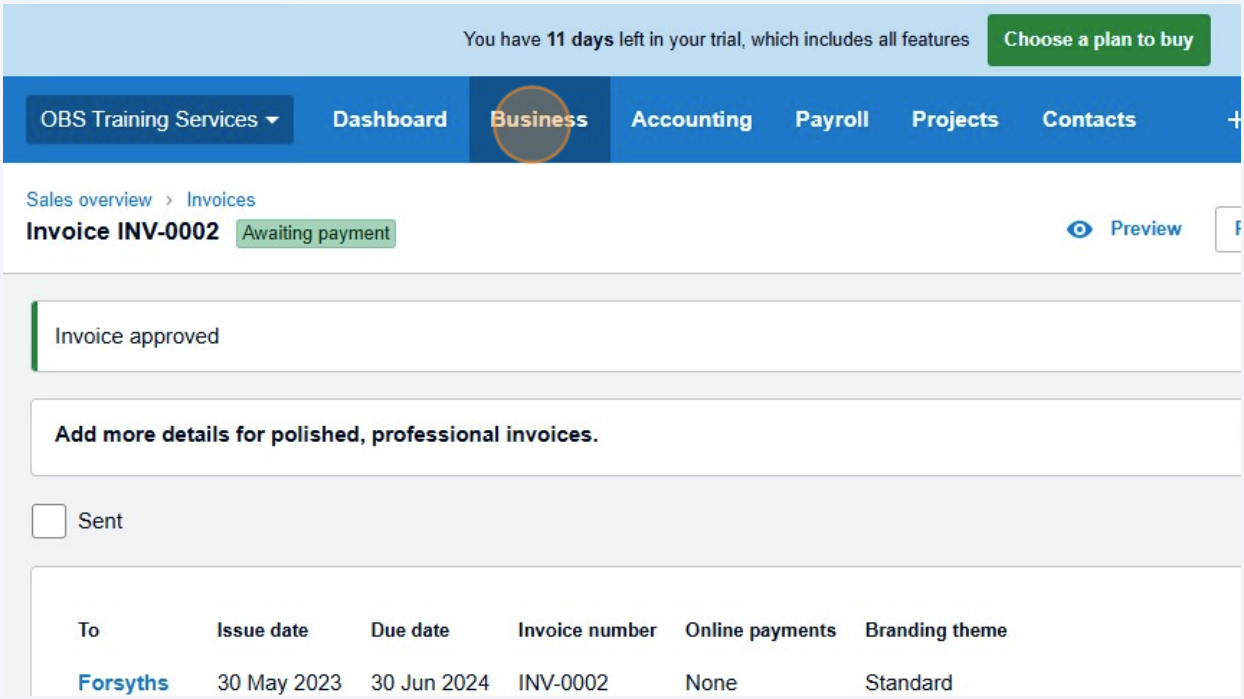
30 Click this button.



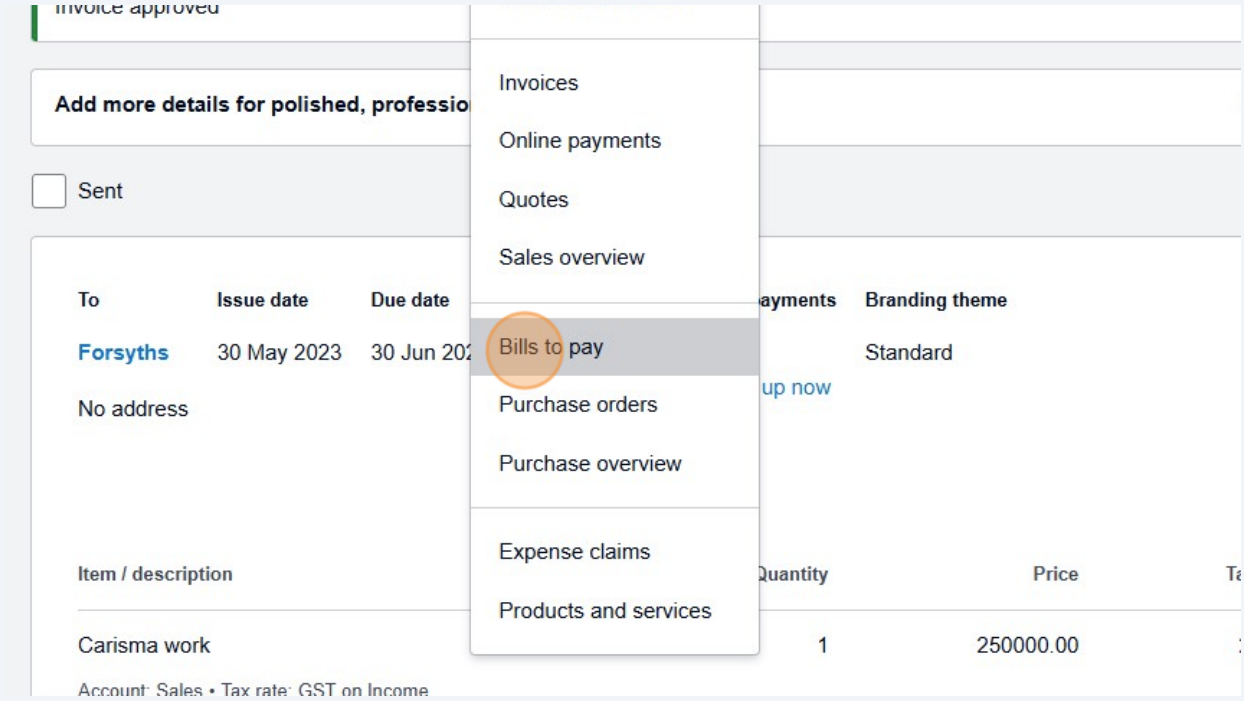
31 Click "Approve"



32 Click "Business"

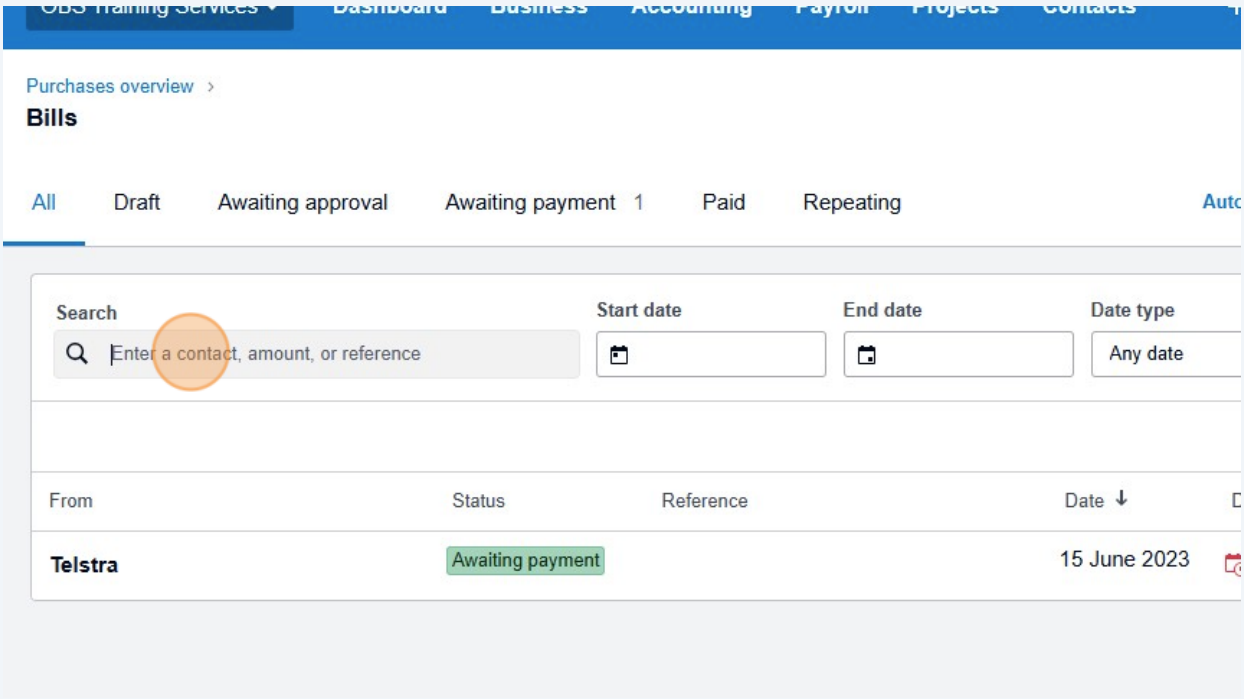


33 Middle-click "Bills to pay"



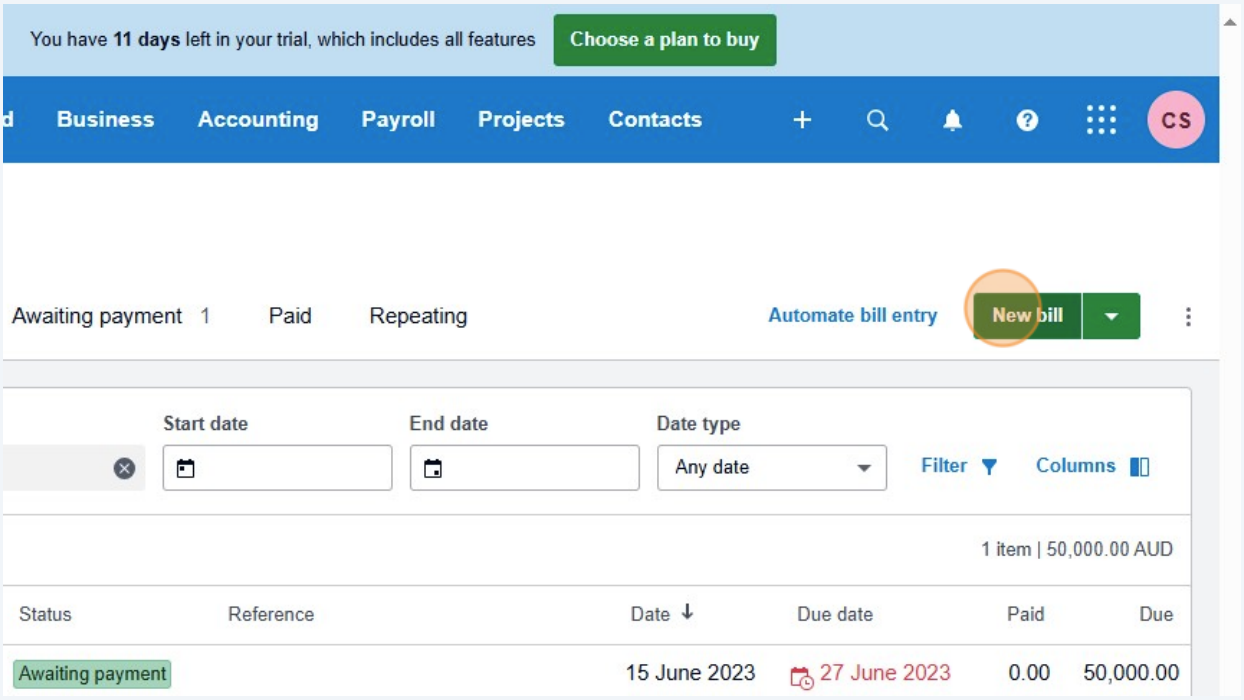
34 Switch to tab "Xero"

35 Click the "Search" field.

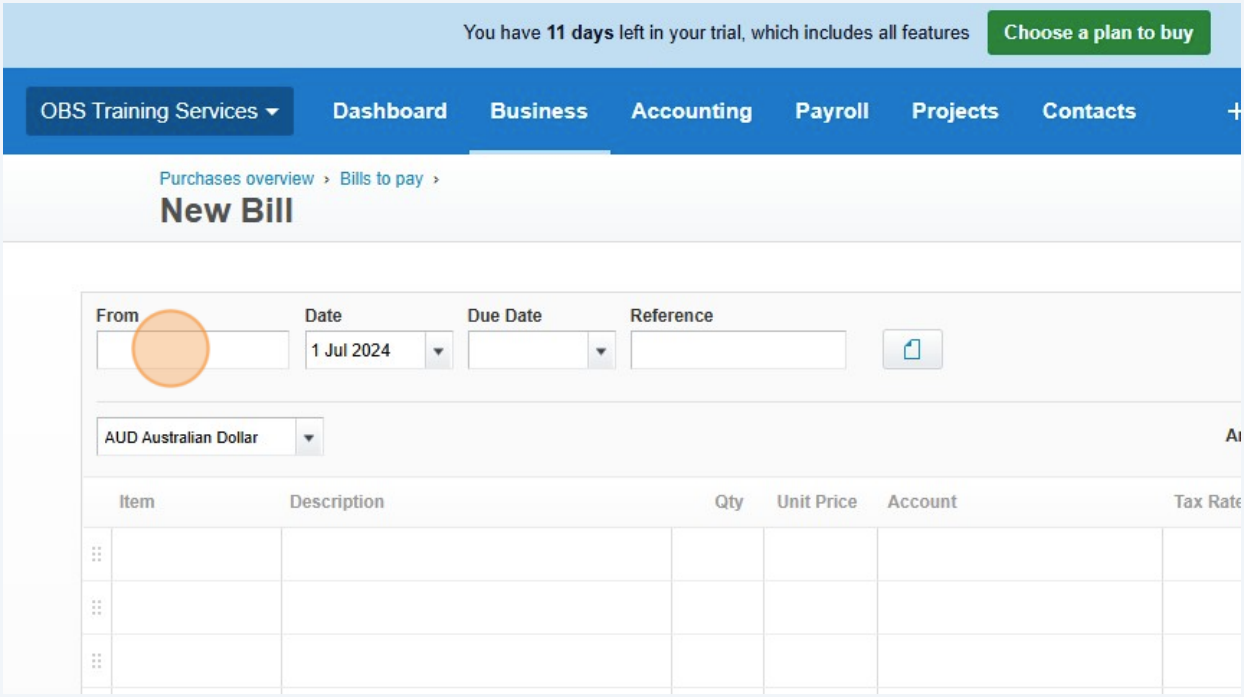


36 Type "Telstra"

37 Click "New bill"

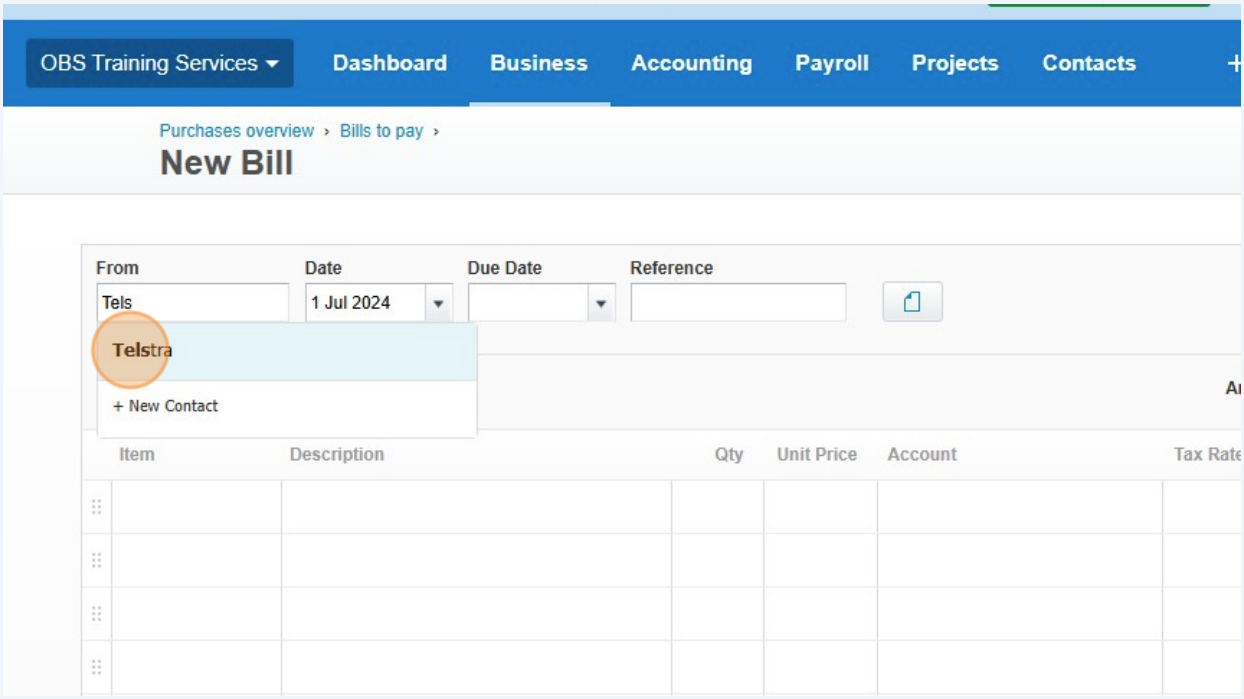


38 Click this text field.



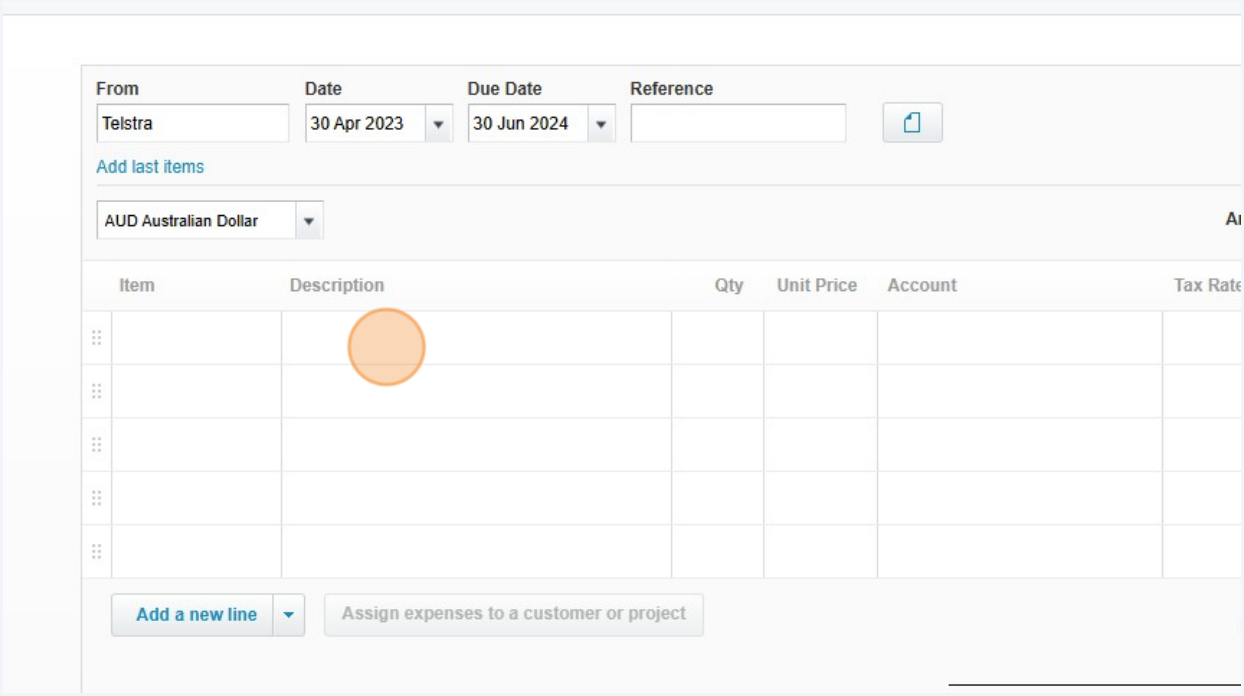
39 Type "Tels"

40 Click "Tels"



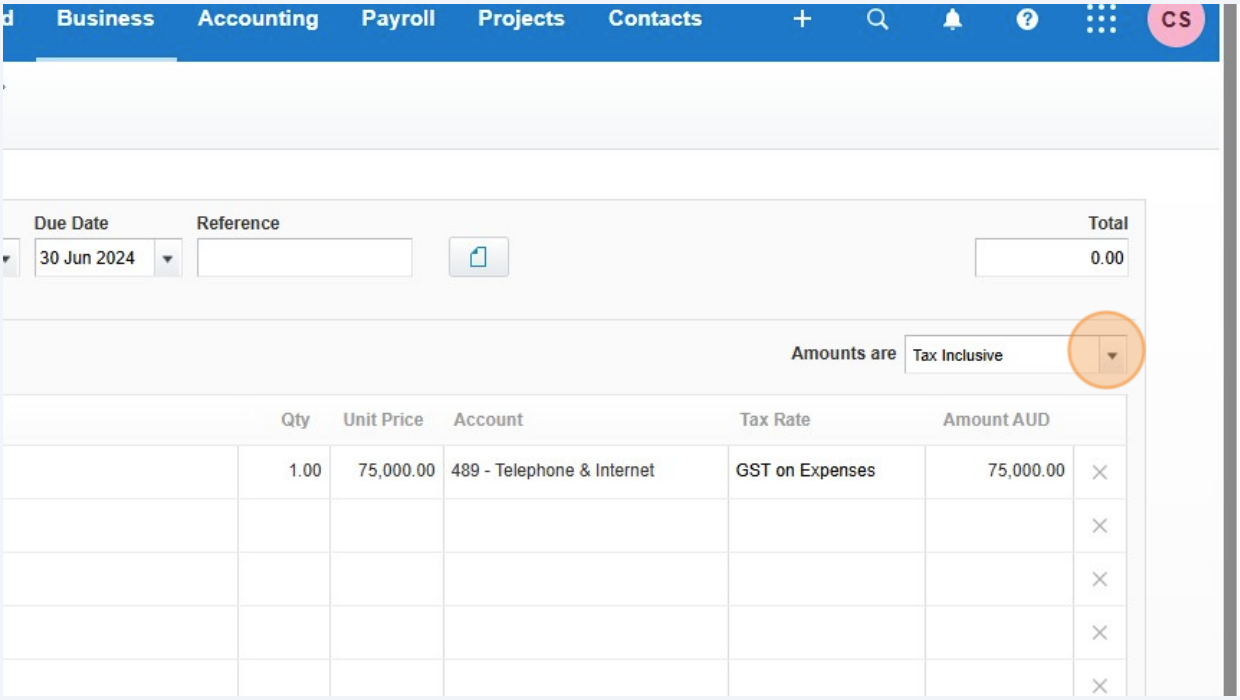
41 Type "30/4/2023 **tab** 30/6/2024 **tab**"

42 Click here.

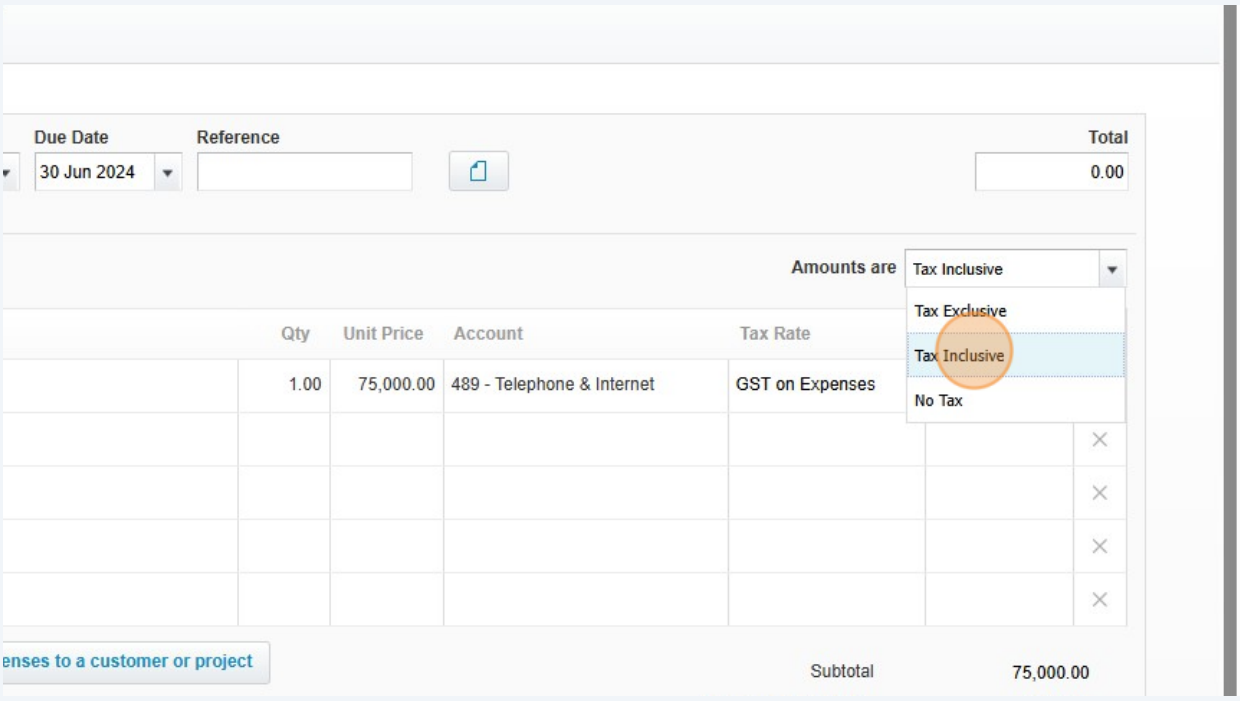


43 Type "Internet Usage **tab** 1 **tab** 75000 **tab** inter **down tab**"

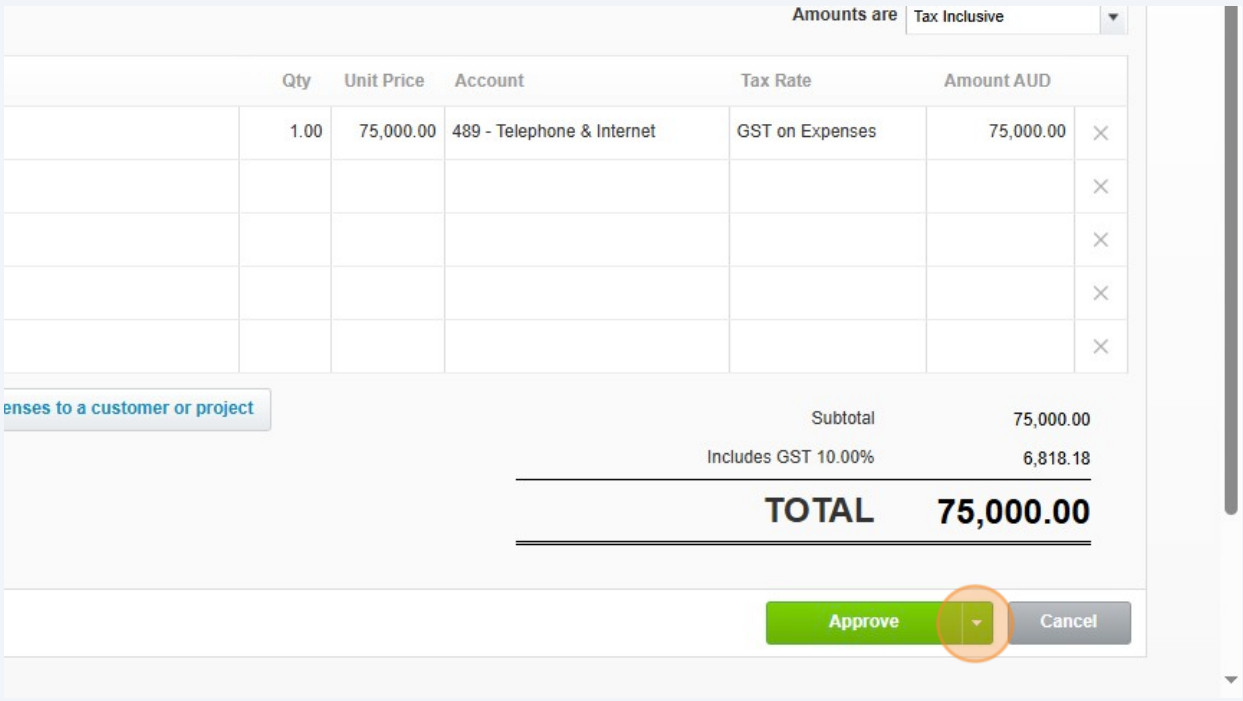
44 Click this image.



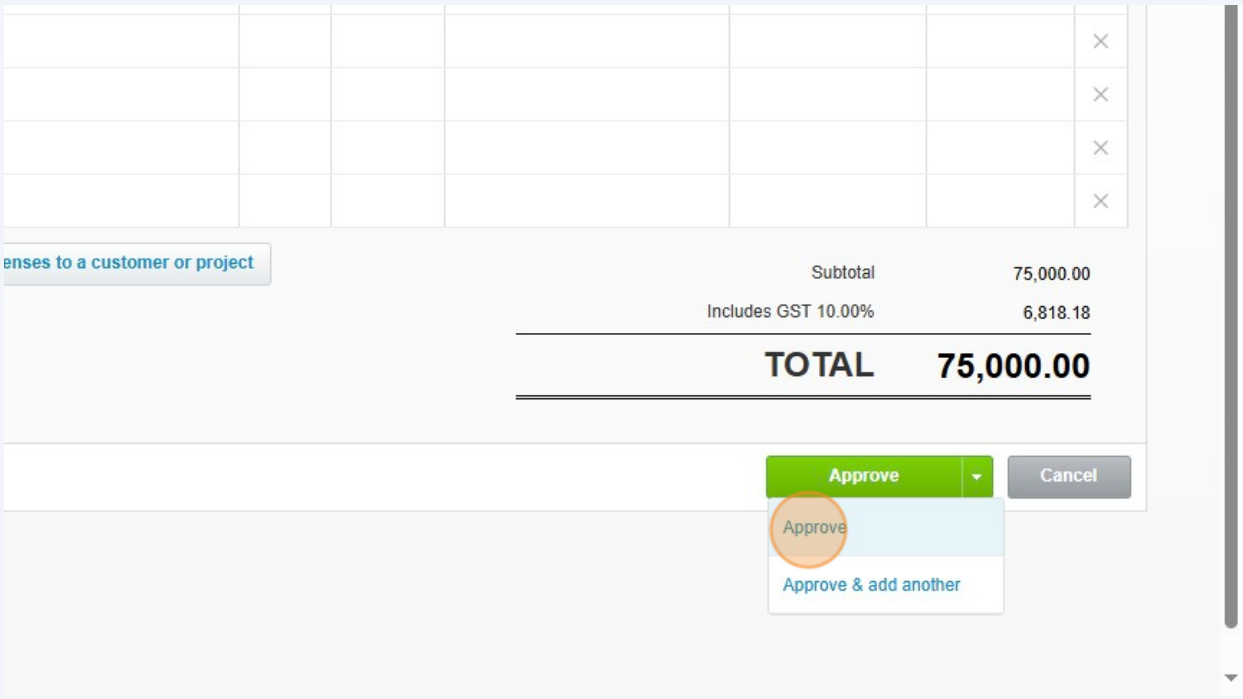
45 Click "Tax Inclusive"



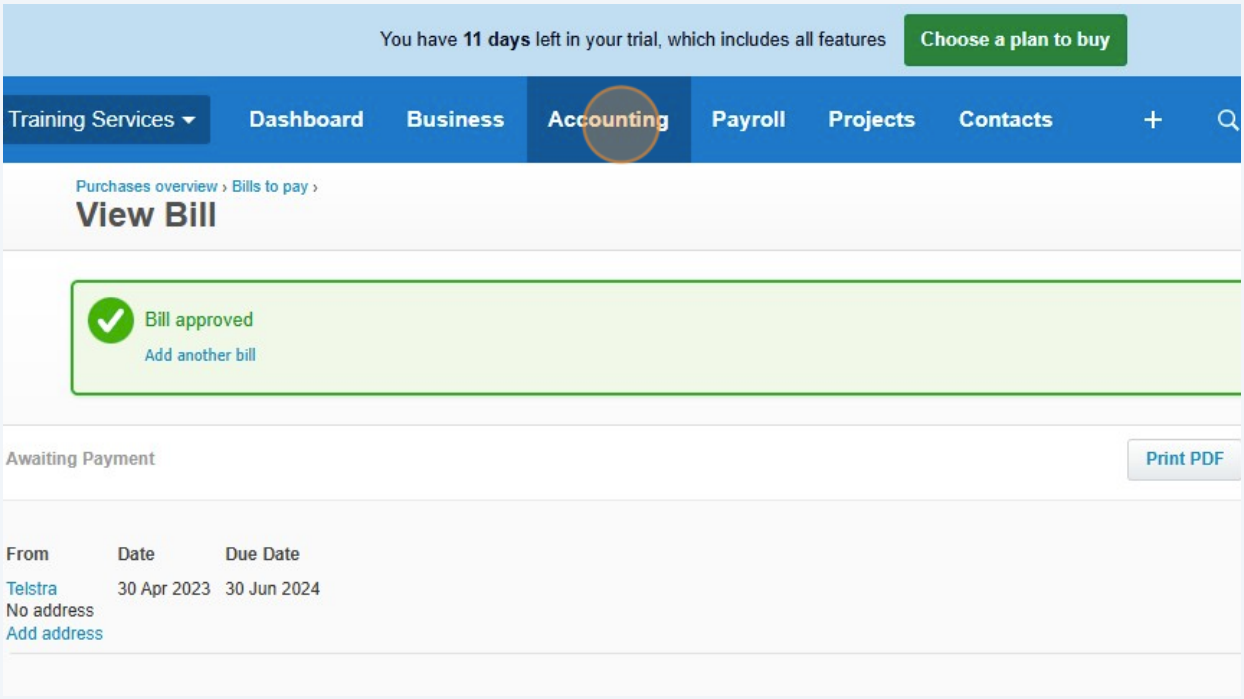
46 Click here.



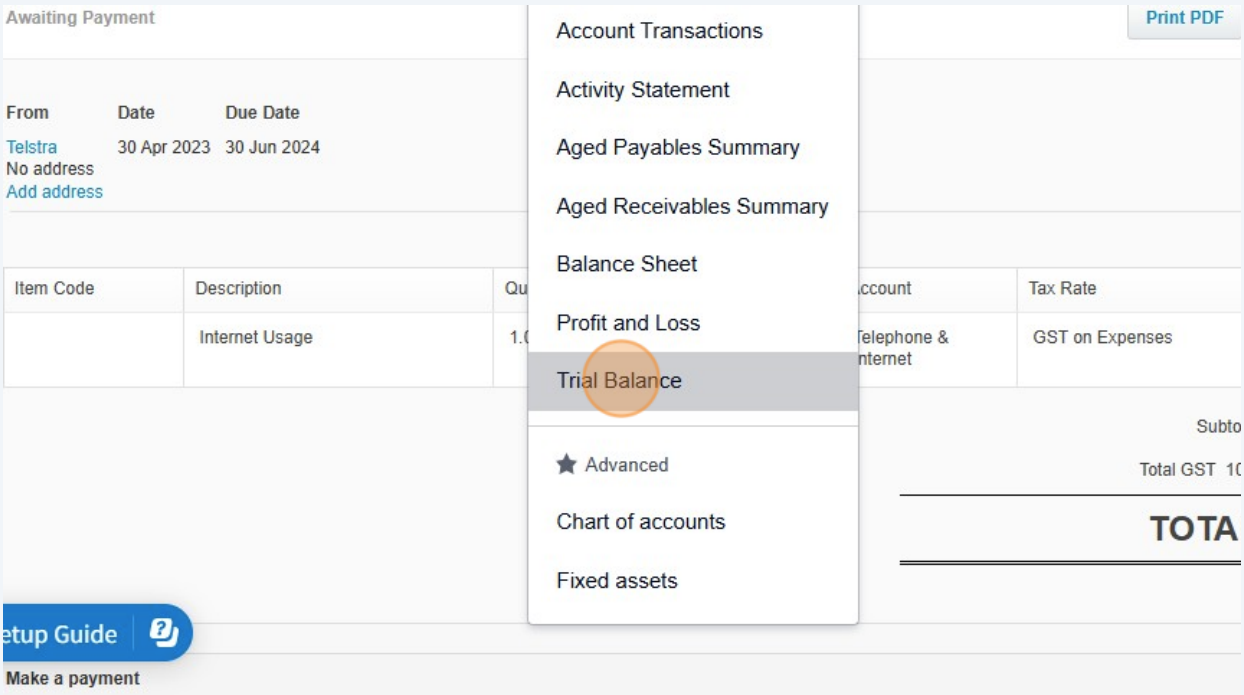
47 Click "Approve"



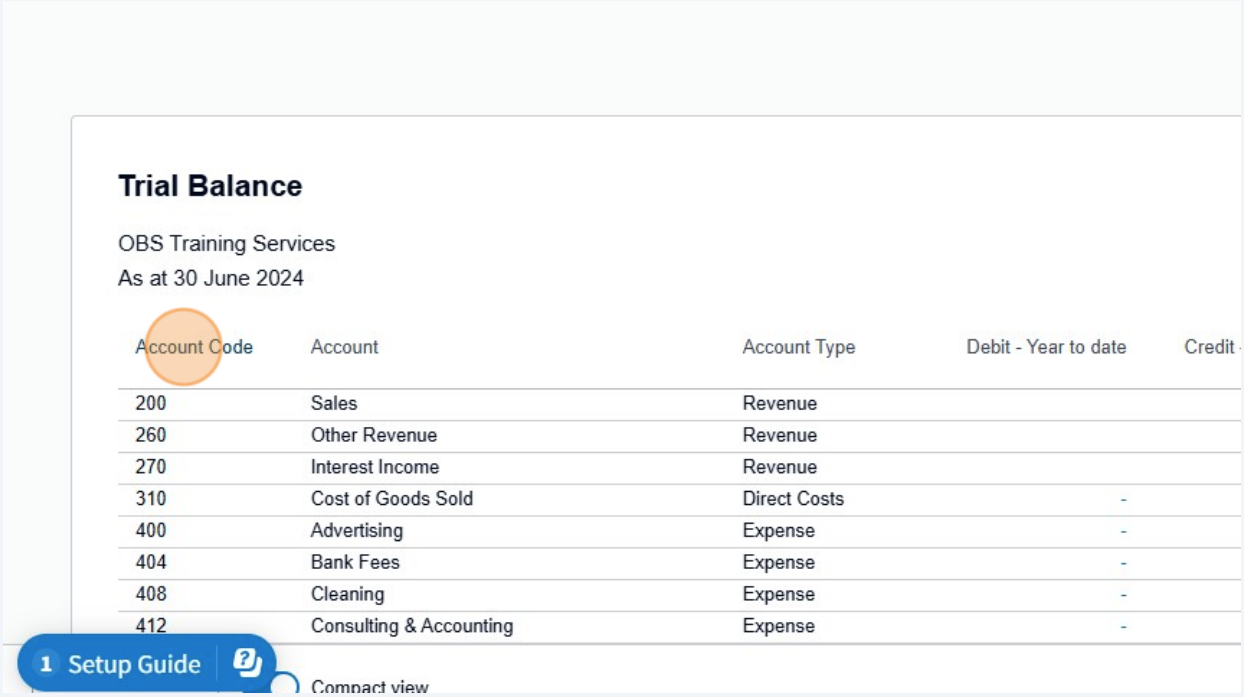
48 Click "Accounting"



49 Click "Trial Balance"



50 Click "Account Code"



51 Click "Update"

