



Course Aim:

The aim of this course is to enable you to feel confident using Xero Bank Reconciliation, preparation and submission of VAT Returns and producing monthly reports up to Profit and Loss and Trial Balance stage.

Course Objectives

- What is bank reconciliation and why it is so important to accounts.
- Sample of completing a monthly bank reconciliation so it balances to 0.00
- Bank Reconciliation Summary and Report
- What is a VAT Return – compilation and what to include
- VAT codes explained
- How a VAT Return is calculated
- Reconciling of a VAT Return
- Making amendments to a VAT Return
- VAT Return Submission
- Journals for VAT Returns into the accounts system
- Discussion on monthly reporting and what's required and why
- Profit and Loss explained
- Production of Profit and Loss
- Production of Balance Sheet
- Production of Trial Balance
- Production of Aged Debtors
- Production of Aged Creditors
- Other reports the system can generate
- Customised Reporting