

## Course Aim:

This aim of this 1-day course is to give you the comprehension and understanding to be able to set up Xero, do basic book keeping and collate information to produce VAT Returns and Monthly Reporting from the Xero software.

## Course Objectives

### Setting up Organisational and Financial Settings in Xero

- Creating Invoices
- Setting up Multiple Currencies
- Sales Tax Rates
- Set up a Chart of Accounts
- Import a Chart of Accounts from Excel
- Set up Products and Services
- Import Products and Services from Excel
- Create and amend Customers
- Create and amend Suppliers
- Import Customers and Suppliers from Excel
- Import Customer Invoices from Excel
- Import Supplier Bills from Excel
- Set up Account Balances
- Invite Users

### Working with the Bank

- Set Up Bank Feeds
- Reconcile Downloaded Bank & Credit Card Transactions
- Manually Enter Bank & Credit Card Transactions

### Quotes & Invoices

- Create an Online Quote, Bid or Estimate
- How to Invoice a Customer
- Produce a Credit Note
- Receiving Customer Payments
- Create an Accounts Receivable Aging Report

### Expenses & Billing

- Create and Manage Expense Claims
- Create a Bill
- Mark Bills Paid Online
- Pay Bills with a Check
- Create an Accounts Payable Aging Report

### Payments and Reconciliation

- Accept Online Payments from Customers
- Reconcile Credit Card Payments & Fees from a Merchant

### Statements & Reporting

- Create an Income Statement
- Create a Balance Sheet Report
- Create a Cash Flow Statement