**Courses are suitable for - New and Existing Xero users**

Our courses will teach you, the business owner and/or your staff, how to input all of your company's accounting data in order to successfully produce VAT returns and to provide your accountant with all the necessary information to prepare the year end financial accounts and tax return and to review the company's progress where management accounts are required.

**Important Note:**

It is assumed that the user will already have knowledge of the current VAT requirements, therefore guidance on VATable and non-VATable supplies are outside the scope of this course. However, Robinson & Co can provide guidance on this subject if required.

**Getting Started**

What you will need

PC, Laptop, Phone, Ipad

Your sales and supplier invoices

Cash Receipts

Bank Statements or access to your online banking

Navigation

A tour of Xero

Bookkeeping

Why it is essential to a business.