**Xero - Starter**

This course is an entry level course suitable for anyone who is new to Xero who deals with the many invoices sent and received by a business. By the end of the course you will have learned how to

Create and amend your clients contacts details.

Create a list of inventory (stock) bought and sold.

Create,edit, approve and send new sales and purchase invoices.

Create repeating invoices for regular clients.

Allocate payments made and received to your invoices raised in Xero.

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| **Course Details**  Duration 3.5 hours AM or PM  Cost £270.00 plus VAT  Requirements Access to PC &  Internet |

**Course Content**

**1 - Sales Invoices**

Raising new invoices (inc. Xero Files)

Contacts

Inventory

Draft and Approved

Copy and Repeat

Amendments

Allocating payments received

**2 - Purchase Invoices**

Raising New Invoices (inc. Xero Files)

Contacts

Inventory

Draft and Approved

Copy and Repeat

Amendments

Paying Invoices

Fixed Assets

Expense Claims

**3 - Credit notes**

Raising new credit notes (inc Xero Files)

Allocating credit notes to invoices

Allocating refund payments