**Xero Technician**

This course is suitable for business owner and staff who have responsibility for processing the accounting records of the business including access to details of the bank account and its transactions. This course covers the first 3 elements included in the Xero - Starter course and continues on to work through the essential stages required to complete a VAT return and other important aspects of preparing for the production of your year end accounts.

In addition to the learning outcomes of the Xero Starter course you will have learned how to

**Create and populate your business bank accounts.**

**Record payments and receipts accurately**

**Reconcile the bank.**

**Create and submit a VAT return.**

**Manage your Aged Debtors & Creditors**

**Run and review your Profit & Loss and Balance Sheet Reports**

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| **Course Details**  **Duration** 7 hours - 9.00am - 5.00pm  **Cost** £475.00 plus VAT  **Requirements** - Access to PC & Internet |

**Course Content**

Subjects 1-3 from Xero Starter and the following

**4 - Bank & Credit Card Statements**

Setting up accounts (bank ,CC & cash )

Bank Feeds

Manually Upload Bank Statements

**5 - Bank Reconciliations**

Find & Match (Sales & Purchase Invoices)

Direct Payments (Spend & Receive Money) (Inc Xero Files

Cash Coding

Bank Rules

Transfer

Under and Overpayments

Bank Reconciliation checks

Find & Recode (Adviser)

**6 - VAT Returns\***

Set up organisation for VAT

Run a VAT report

Checking the numbers

VAT Audit Report

Check for and correct errors

Publish & File VAT Return

**7 - Aged Debtors & Creditors**

Run a Report

Set expected payment dates

Allocate under and overpayments

**8 - Year End Reports**

Profit & Loss

Balance Sheet

\*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.