**Xero Advanced Technician**

This course is for those who are already using Xero and are involved in the finalising of the bookkeeping prior to being sent to your accountant for preparation of the year end accounts and tax return or periodic management accounts.

Some of the functions are touched on briefly in the Technician level course to give the user an awareness of what is available, however the advanced level will go into greater detail and by the end of the course you will be able to

**Record the addition and disposal of fixed assets.**

**Set the level of and run depreciation**

**Reconcile the Fixed Asset Register**

**Post monthly payroll and other journals**

**Create, ,modify and run a large range of reports**

**Review yours and others transaction history and make notes on the system**

**Create a budget**

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| **Course Details**  **Duration** 7 hours - 9.00am - 5.00pm  **Cost** £495.00 plus VAT  **Requirements** - Access to PC & Internet |

**Additional Xero Functions**

Fixed Asset Register

Depreciation

Fixed Asset Reconciliation

Wages Journals (Adviser)

Reports

Modify and Publish Reports

History & Notes

Budgeting