



# Xero

## **Audience**

For anyone who needs to use Xero on a daily basis

## **Outcomes**

You will be able to accurately process all the money coming in and leaving the organisation and produce standard financial statements

## **Course Content**

- Navigate & customise the dashboard
- Customise & Send quotes / invoices
- Reconcile items to the bank
- Receive payments & chase debtors
- Manage clients and supplier lists
- Use search
- Edit your inventory
- Add bills to pay
- Manage Expense claims
- Set budgets
- Run financial reports
- GST returns

## **Duration**

1 hours with lots of hands-on practical exercises

## **Price**

- £110 for a class of up to 4 delegates
- £145 including the hire of a training room and laptops

## **Location**

Your premises or ALX Training