

Course Code: **M562**

Basic Accounting using Xero

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

Address: 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

WHAT'S THIS COURSE ABOUT

Topic 1. Introduction to Xero Accounting System

Overview of Xero Accounting System

Setup Company

Setup Charts of Account

Setup Bank Account

Import Data to Bank Account

Topic 2. Input Data to Xero

Create Expenses

Create Purchase Order and Bills

Create Quotation, Invoices

Create Credit Memo

Topic 3. Manage Goods and Services Tax (GST)

Malaysia Tax and Corporate Laws

Enter Tax for Expenses and Invoices

Topic 4. Financial and Accounting Reports

Profit and Loss (P&L) Report

Balance Sheet Report

Aging...

COURSE FEE

Full Fee NGN 170,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.ng/basic-accounting-using-xero.html>



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SUPPORT

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