

WSQ XERO CLOUD ACCOUNTING

Under WSQ Skills Framework:

ACC-ICT-3001-1.1 Accounting and Tax Systems-3

COURSE CODE: TGS-2022013519 (FACE-TO-FACE)

COURSE CODE: TGS-2022013520 (ONLINE)



Course Description

Are you taking control of your numbers? Xero Cloud Accounting software makes running your business easier and faster, with access to real-time financial data anytime, anywhere through your laptop, mobile phone and other smart devices for better cashflow management and a full financial picture of your organisation.

You will be guided through the essentials of the Xero software by our qualified and friendly Xero-trainers who are experienced bookkeepers and Xero-certified advisors. Using practical case studies for Xero demo, you will gain greater knowledge to navigate the Xero software and confidently apply the Xero accounting system functionalities for your day-to-day business transactions.

Course Highlights

- Understand functions, features and benefits of Xero
- Navigate Xero, dashboard, business, accounting, contacts and shortcut tools
- Control cashflow
- Manage customer quotations and invoices
- Manage supplier bills and expense claims
- Generate financial and accounting reports

Course Information

Course Fee

- \$680 (Full Fee before Subsidy)

Course Duration

- 2 days (16 hours)

Mode of Delivery

- Face-to-Face or Online-Based

Additional:

Learners are advised to bring their own laptops. For learners without laptops, laptop loan can be arranged. Kindly inform our Course Administrator.

Who Should Attend

Accounting Professionals and Personnel and anyone with accounting background from both accounting and non-accounting firms who are seeking to capitalise on Xero cloud accounting software to guide the business to the next level.

Join our 2-Day hands-on, practical training in Xero Cloud Accounting today!

Course Details

Topic 1: Getting Started with Xero

- Introduction to Xero cloud-based accounting system
- Functions, features and benefits of Xero
- Navigating Xero, dashboard, business, accounting, contacts and shortcut tools

Topic 2: Set Up Company in Xero

- Creating a new company in Xero
- Enter basic organisation settings, manage users
- Financial settings, lock date, tax rates

Topic 3: Setting Up Chart of Accounts / Inventory Items / Contacts

- Set up chart of accounts
- Create or import chart of accounts
- Manage contacts
- Set up inventory items
- Creating untracked and tracked inventory items
- Importing inventory items into Xero

Topic 4: Setting Up Bank Account

- Adding bank account and account code in Xero
- Set up bank feeds to automatically import bank statements
- Manually importing bank statement transactions
- Petty cash account

Topic 5: Manage Customer Quotes and Invoices

- Create sales quote, converting into a new sales invoice
- Record customer payments, prepayments and overpayments
- Issue credit note
- Sending customer invoices and statements
- Recurring or repeating sales transactions

Topic 6: Managing Supplier Bills and Expense Claims

- Create and send purchase orders
- Copy purchase order to a new bill
- Create payments to suppliers, scheduling payments
- Issue supplier credit note
- Manage expense claims

Topic 7: Bank Reconciliation

- Reconcile invoices and bills
- Manage part payments, overpayments, bank fees, minor transaction amounts
- Create transactions for daily spendings and receipts, transfers between banks
- Bank rules and cash coding
- Bank reconciliation report

Topic 8: Set Up and Manage Fixed Assets

- Add and register fixed assets
- Run depreciation on fixed assets
- Manage fixed assets register

Topic 9: Manage GST

- GST tax set up
- Check and submit GST returns
- Generate GST reports

Topic 10: End-of-Period Closing Procedures

- Create journal adjustments
- Record provision, accruals and prepayments

Topic 11: Browse Reports

- Profit and loss statement
- Balance sheet
- Other accounting and management reports

WSQ Funding

Full Fee	Nett Fee After Funding Any Self-Sponsored Singaporean/PR between 21-39 yrs	Nett Fee After Funding Any Self-Sponsored Singaporean aged ≥ 40 , or *SME Company-Sponsored (Any age Singaporean/PR)	Non-SME Company-Sponsored Singaporean/PR aged 21-39 yrs	Non-SME Company-Sponsored Singaporean/PR aged ≥ 40
\$680	\$340	\$204	\$340	\$204

Contact Us

HOTLINE

+65 9457 8086

EMAIL

admin@acctrainacademy.com.sg

ADDRESS

91 Bencoolen Street #06-09 Sunshine Plaza Singapore 189652

