



Course Code: C538

Basic Accounting using Xero

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

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)

Singapore Tax and Corporate Laws

Enter GST for Expenses and Invoices

Topic 4. Financial and Accounting Reports

Profit and Loss (P&L)...

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

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

REGISTRATION

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



SCAN TO REGISTER

SUPPORT

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