



NN ACCOUNTABILITY
BOOKKEEPING & TRAINING GROUP

Xero Bank Reconciliation, Purchases & Invoicing

DURATION

2 hours

LEVEL

Advanced

DELIVERY

Online or in person

WHO IT IS FOR

Owners, accountants, bookkeepers

This course takes you through, in detail, how to set up bank accounts and run an accurate bank reconciliation. It also covers accounts payable and purchases, and the invoicing side of Xero, so money in and money out are both handled properly.

Course Syllabus

UNIT 1

Bank Accounts

- Add bank accounts
- Set up bank feeds
- Add credit cards
- Set up credit card feeds
- Add PayPal
- Set up PayPal feeds
- Manually import bank statements
- Create transactions
- Matching
- Part payments
- Minor adjustments
- Overpayments and prepayments
- Transfer between bank accounts
- Auto fill
- Discuss
- Bank rules
- Search transactions
- Bank reconciliation
- Reconciliation report

UNIT 2

Purchases

- Create a new bill
- Attach a file to a bill
- Edit, copy and void bills
- Search bills
- Create repeating bills
- Create batch payments
- Create a credit note
- Apply a credit note

UNIT 3

Invoicing

- Understand invoice settings
- Add a payment service
- Invoice layout and template
- Upload logo and branding
- Create an invoice
- Send receipts
- Search invoices
- Batch deposit
- Statements
- Create purchase orders
- Invoice from purchase orders

Ready to book?

Delivered online via Zoom anywhere in Australia, or in person at our Xero Training Centre on the Gold Coast. Online sessions are recorded and the recording is yours to keep.

Book This Course