

Learn Xero (for Diploma and Advanced Diploma in Book-Keeping & Payroll Graduates)

October 2022

Thursdays 6:30-9:30pm

Month	Date	Content
October	20th	<ul style="list-style-type: none">• Introduction and getting to know the Xero dashboard.• Recording business transactions appropriately (receipts, payments, etc)• Customising and generating invoices, bills, credit notes and purchase orders, etc
October	27th	<ul style="list-style-type: none">• Managing customers and suppliers• Managing inventory and assets
November	3rd	<ul style="list-style-type: none">• Banking; bank payments and receipts, bank reconciliation
November	10th	<ul style="list-style-type: none">• Running and analysing financial reports on business performance• Carrying out VAT returns

Please note this is a provisional timetable and subject to change.

IBAT College Dublin
16 – 19 Wellington Quay
Dublin 2
Call: 01 807 5055
Email: enquiry@ibat.ie
Website: www.ibat.ie