

Course Code: **M562**

# Basic Accounting using Xero

**Funding Available:** HRDF

## COURSE INFORMATION

**Sessions**  
1 day**Duration**  
7.5 hrs**Level**  
Beginner**Assessment**  
NA

### VENUE

**Kuala Lumpur:** G-3A-02, Suite Pejabat Korporat, KL Gateway, No 2, Jalan kerinchi, Gerbang kernichi Lestari, 59200 Kuala Lumpur, Malaysia**Penang:** Jalan Sungai Dua, 11700 Penang, Malaysia.

## 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&amp;L) Report

Balance Sheet Report

Aging...

## COURSE FEE

Full Fee RM 1,000.00

## 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.my/basic-accounting-using-xero.html>



SCAN TO REGISTER

## SUPPORT

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