



ACCOUNTS: SAGE INSTANT ACCOUNTS v12

Study Level: Combined Level 1 (Beginner) and Level 2 (Intermediate) course

Study Method: Workbook

Module Length: 20-25 hours self-study with tutor support

Module Price: £300 + VAT

Course Contents:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Program Basics. <input type="checkbox"/> Getting Started. <ul style="list-style-type: none"> ▪ backup & restore ▪ set financial year <input type="checkbox"/> Account Names & Numbers <ul style="list-style-type: none"> ▪ debit & credit ▪ double entry ▪ the Nominal list. <input type="checkbox"/> Bank Receipts. <input type="checkbox"/> Bank Payments. <input type="checkbox"/> Financials. <ul style="list-style-type: none"> ▪ Trial balance ▪ Profit and Loss ▪ Balance Sheet <input type="checkbox"/> Customers. <input type="checkbox"/> Suppliers. <input type="checkbox"/> Service Invoices <ul style="list-style-type: none"> ▪ enter information, print invoice ▪ update ledgers. <input type="checkbox"/> Products. <input type="checkbox"/> Product Invoices. <ul style="list-style-type: none"> ▪ enter information, print invoice ▪ update ledgers <input type="checkbox"/> Product Credit Notes. <input type="checkbox"/> Quotations. <ul style="list-style-type: none"> ▪ service and product quotes ▪ winning and losing quotations <input type="checkbox"/> Reviewing your Accounts. <input type="checkbox"/> Sending Statements. <input type="checkbox"/> Customer Receipts. <ul style="list-style-type: none"> ▪ automatic and manual allocation ▪ discounts ▪ payments on account <input type="checkbox"/> Customer Activity. | <ul style="list-style-type: none"> <input type="checkbox"/> Purchase Invoices. <ul style="list-style-type: none"> ▪ supplier details ▪ batch invoices <input type="checkbox"/> Supplier Payments. <input type="checkbox"/> More about the Nominal Ledger. <ul style="list-style-type: none"> ▪ journal entries ▪ nominal records <input type="checkbox"/> More about Bank Accounts. <input type="checkbox"/> Bank Reconciliation. <input type="checkbox"/> Credit Control & Bad Debts. <ul style="list-style-type: none"> ▪ statements and write offs <input type="checkbox"/> VAT Returns. <input type="checkbox"/> Recurring Entries. <ul style="list-style-type: none"> ▪ set up and amend entries ▪ process, suspend and delete entries <input type="checkbox"/> Fixed Assets & Depreciation. <input type="checkbox"/> Closing Stock Journals. <input type="checkbox"/> Prepayments & Accruals. <input type="checkbox"/> Late Payment Legislation. <input type="checkbox"/> The Sage Task Manager. <ul style="list-style-type: none"> ▪ set up tasks ▪ complete or delete tasks <input type="checkbox"/> Paying Bills using the Task Manager. <input type="checkbox"/> Changing Posted Records. <ul style="list-style-type: none"> ▪ check the audit trail ▪ file maintenance <input type="checkbox"/> Reports & Information <ul style="list-style-type: none"> ▪ Audit Trail ▪ Period Trial Balance ▪ Profit & Loss ▪ Balance Sheet <p><u>What to do next?</u> Option: Successful completion of this course can help towards gaining the Associate Membership qualification from the Institute of Certified Bookkeepers. Ask us for details.</p> |
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More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref SageInstant