

# Sage Instant Accounts

(1 day)

## Background

This course can be adapted for beginners of computerised accounting and Sage Instant.

## Who should attend

Anyone who needs to :

- Prepare monthly accounts
- Prepare VAT returns
- Look after credit control
- Prepare management accounts
- Look after any of the main accounting functions

Trainees should ideally have a certain amount of experience with manual accounting.

## Course Outline

- **Setting up the accounts structure**
  - Sales ledger
  - Purchase ledger
  - Nominal ledger
  - Changing the default accounts, bank accounts etc.
- **Sales ledger**
  - Entering invoices and payments
  - Producing statements
  - Debt control
- **Purchase ledger**
  - Entering purchases and payments
  - Amendments
- **Nominal ledger**
  - Journal entries
  - Bank reconciliations
  - VAT return
  - Producing a Trial Balance
  - Profit and Loss account and Balance Sheet
  - Budget control
- **Invoicing**
  - Invoicing from stock
  - Free form invoices
- **Reports**
- **Utilities**
  - Backup procedures
  - Making corrections



0845 644 1712