

Introduction to Sage Instant

(1 or 2 days)

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



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