

Sage Instant Accounts



Self Study Course

6 Workbooks

What do I learn?

This course covers all essential aspects of using Sage Instant Accounts, from setting up your accounts system, through to using your software on a day-to-day basis.

This course includes:

- 180-day version of Sage Instant Accounts
- Practice data to enrich the learning experience
- Six workbooks with free online tests throughout
- Sage Certification Test

By the end of this course you will:

- Understand the installation procedure for Sage Instant Accounts and navigate comfortably around your software
- Know how to deal with the setup of your company information as well as your nominal, bank, customer and supplier accounts
- Be aware of your chart of accounts and how to tailor this to help you extract information that is relevant to your business
- Become familiar with the entry of customer, supplier and nominal opening balances for your business
- Know how to enter day-to-day transactions with confidence, including journals, bank, cash and credit card transactions as well as customer and supplier invoices and payments and using Sage Pay
- Understand how to use corrections to make changes to your transactions and how to apply the diary options
- Make best use of the housekeeping routines, such as backup and restore
- Know how to setup users and change passwords
- Learn how to setup your products, generate quotations, product-based invoices and credit notes
- Learn how to use your software to help you manage your business credit control
- Learn how to process typical month end procedures, including how to reconcile the bank, process recurring entries and deal with bad debt write off
- Become confident to complete the VAT return and run a successful year end
- Understand the financial reports, how to produce graphs and export your data.

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