

Sage Instant Accounts



e-Learning 8hrs Course

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What do I learn?

This course covers the essential aspects of using Sage Instant Accounts, from setting up your accounts system, through to using your software on a day-to-day basis. You will learn how to maintain accurate information to help you control your business finances.

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 area to help you extract information that is relevant to your business
- Become familiar with how to enter your customer, supplier and your business nominal opening balances
- Know how to enter day-to-day transactions, including bank, cash and credit card transactions as well as customer and supplier invoices and payments
- Learn how to plan and create your products information and generate product-based invoices for your customers
- Make best use of the housekeeping routines, such as backup and restore
- Review the credit control settings in your software and how best to apply these to help you chase your debts and maximise on cash flow
- Learn how to process typical month end procedures, including how to produce letters and statements for your customers, how to apply late payment charges, process recurring entries and how to reconcile the bank
- Understand how to make changes to your transactions using corrections
- Understand the financial reports and practise how to complete the VAT return and run a successful year end
- Gauge your understanding of the topics you learned by taking the session quizzes and the final course test

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