

Sage Instant Accounting

Duration: 1-day

This popular accounting software enables you to keep track of your company accounts and easily produce required documentation and monthly reports.

This comprehensive course introduces delegates to computerised accounting in Sage. The course is aimed primarily at those with little knowledge of Sage who would like to understand more about the day-to-day inputting of their accounts.

Course Content:

- Before you start
- Program basics
- Getting started
- Account names and numbers
- Bank receipts
- Bank payments
- Financials
- Customers
- Suppliers
- Service invoices
- Products
- Product invoices
- Product credit notes
- Reviewing your accounts
- Sending statements
- Customer receipts
- Customer activity
- Purchase invoices
- Supplier payments
- More about nominal ledger
- More about bank accounts
- Bank reconciliation
- Credit control and bad debts
- Late payment legislation
- VAT returns
- Recurring entries
- The Sage Task Master
- Paying bills using the Task Master
- Changing posted records
- Reports and information
- The startup wizard