



Sage Instant Accounting 2000

Course Objectives:

This is a comprehensive course designed to help users of Sage Instant Accounting 2000 gain a full understanding of the package and use it to effectively manage their business. Delegates will learn how to set up the system and operate it on a day-to-day basis, making the most of time saving features.

Prior Knowledge Required:

No experience of using Sage Instant Accounting 2000 is required, although delegates should be familiar with basic accounting terms and double entry bookkeeping. A reasonable level of competence in the use of a keyboard and mouse is also required.

Course Duration: 2 days, but course contents can be tailored if required.

Getting Started

- Overview
- Implementing an Instant Accounting System
- The Instant Accounting 2000 Desktop
- Getting Help
- Defaults & Settings

The Customer Ledger

- Creating Customer Records
- Viewing Customer Activity
- Aged Balances & Credit Control
- Recording Batch Invoices & Credit Notes
- Applying Late Payment Credit Charges
- Producing Customer Labels & Letters
- Producing Customer Statements
- Customer Reports

The Supplier Ledger

- Creating Supplier Records
- Viewing Supplier Activity
- Supplier Aged Balances
- Recording Supplier Invoices & Credit Notes
- Producing Supplier Labels & Letters
- Supplier Reports

The Nominal Ledger

- Creating Nominal Records
- Tailoring the Nominal Ledger
- The Chart of Accounts
- Posting Journals
- Nominal Reports

Bank Accounts

- Creating Bank Account Records
- Recording Receipts, Payments & Transfers
- Recurring Entries
- Reconciling Bank Accounts
- Bank Reports

The Products Module

- Creating Product Categories & Records
- Product Reports

Invoicing

- Generating Product Invoices & Credit Notes
- Generating Service Invoices & Credit Notes
- Updating the Ledgers
- Invoicing Reports

Financial Reports

- Audit Trail
- Trial Balance
- Profit & Loss Report and Balance Sheet
- Budget Report and Prior Year Report

VAT Routines

- Calculating the VAT Return
- Reconciling VAT Transactions
- The VAT Transfer Wizard

Data Management

- Backing Up Data & Restoring Data
- File Maintenance
- Running Month End & Year End
- Clearing the Audit Trail

Quality Training (Scotland) Limited

T/F 01259 763332

E info@quality-training.co.uk

www.quality-training.co.uk