

## Course Outline

### Sage Instant Accounting Plus

#### Day 1 – SET-UP AND BASIC OPERATIONS

This one-day course is designed for those who have little or no knowledge of computerised accounting. It provides an introduction to the software and how to set-up and use the main features. It is expected that trainees are familiar with the use of MS Windows.

#### Day 2 – MORE FEATURES AND USING REPORTS

This one-day course is designed for those who have used Instant Accounting software or have some knowledge of Sage Accounting software and want to make full use of all sections of the program.

*This does not include Report Writing*

#### Day 1

- An overview of the software
- Organisation of computerised accounting paperwork
- Setting up the software for your business
  - *(It is important for VAT registered businesses to know whether they have a STANDARD or CASH ACCOUNTING registration)*
- The main ledgers and their purpose
  - Customer/Sales
- Supplier/Purchase
- Nominal/Genera
- Stock
- Bank Accounts
- Customising the Nominal ledger to suit your business
- Creating Customer and Supplier records (accounts)
- Entering Sales and Purchase Invoices – in batch mode
- Entering Customer Receipts and Supplier Payments
- Creating Stock Categories and Records
- Saving and backing up information

#### Day 2

- Invoices and Credit Notes
  - creating
  - saving
  - product
  - service
  - mixed invoices
- Correcting mistakes
- Finding information
  - using the column buttons to arrange information
  - expanding the Activity lines to "drill down"
- Bank Reconciliation
- The Audit Trail
- Financial Reports
  - Profit and Loss
  - Balance Sheet
  - VAT Return
- Aged Debtor Reports
- Aged Creditor Reports
- Backing up

See also our outlines for Sage Line 50 Introductory, Intermediate and Advanced Courses, and Sage Payroll.Course Outlines