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Sage Instant Accounts Introduction/Intermediate

Duration: 2 Days

Overview:

Sage Instant Accounts is easy-to-use accounting software designed to make managing your money, including VAT, end of year accounts and invoicing, as quick and easy as possible. You'll have all the information you need to manage your business at your fingertips.

Sage Instant Accounts is a simple bookkeeping package that gives you all the tools you need to successfully manage your finances, accounts, customers and suppliers

Aspect Training's Sage Instant Accounts Introduction/Intermediate training course is for new and existing users who are setting up Sage Instant Accounts and transferring outstanding account balances from another system, or those users who already have the software installed and would like to familiarise themselves with the setup and basic usage.

Prerequisites:

Accountancy knowledge is assumed.

Continued over.....



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Course Topics:

Introduction and Navigation

Choosing Your Company
The Welcome Screen
Understanding and Customising the Working Environment
Automatic Updates and RSS Feeds
The Diary
Access Rights & Passwords

Settings & Defaults

Checking Company Settings
Setting up VAT Codes
Financial Year Start Date

Setting up Nominal Records

To Understand the Function of the Nominal Ledger
The Different Nominal Layouts
Planning the Nominal Ledger structure
Managing Nominal Accounts
Understanding Nominal Record Types
Creating Bank Accounts

The Chart Of Accounts (COA)

The Role of the Chart of Accounts
Accessing the Chart of Accounts
Identifying Possible Errors in the Layout
Floating Account Balances

Creating Customer and Supplier Records

Accessing the Sales and Purchase Ledgers
Customer and Supplier Defaults
Customer and Supplier Account Codes
Creating a New Customer or Supplier Account
Applying Additional Analysis to Customers and Suppliers

Entering Customer and Supplier Opening Balances

Preparation for Opening Balances
Entering Customer and Supplier Opening Balances
Checking the Balances
Ruling off the Ledgers

Entering Nominal Opening Balances

Preparing to Enter the Opening Balances
Reversing the Original Trial Balance
Loading Nominal and Bank Opening Balances
Checking Your Data

Bank Transactions

Posting Bank Receipts
Posting Bank Payments
Bank Transfers

The Purchase Ledger

Supplier Invoices and Credit Notes
Supplier Payments
Online Payments

The Sales Ledger

Batch Invoices and Credit Notes
Service Quotations
Service Invoices
Customer Receipts

Journal Entries, Customer and Supplier Refunds

Journal Entries
Customer Refunds
Supplier Refunds

Safeguarding data

Check Data Routine
How to use the Backup Routine
Understanding the Restore routine

Error Corrections

Critical and Non Critical Fields
Amending a Transaction
Deleting a Transaction
Write Off Refund Wizard

Creating Product Records and Invoices

Creating Product Categories
Creating a Product Record
Generating a Product Invoice

Managing Products on Instant Accounts Plus

Opening Balances
Manual Stock Adjustment
Performing a Stock Take
Updating Product Invoices