

Course Outline - **SAGE Instant Accounting**

Aims: To introduce new users to the key concepts of Sage Instant Accounting.

Duration: 2 Days

Basic Concept

- Integrated three ledger systems

Creating/Amending Accounts

- Creating customer & supplier records.
- Tailoring nominal ledger account names
- Altering the Profit/Loss Balance Sheet layouts.

Opening Balances

- Choice of method.
- Implications for VAT Cash Accounting

Basic Data Entry

- Recording customer/supplier invoices, credit notes & payments.
- Bank & cash receipts/payments.

Journal entries to the nominal ledger

Error Correction

- Prudent routines for correcting errors after posting.

The Product File

- Using the product file to simplify invoice production
- Choices for coding structures.

Invoice Product

- The creation & posting of invoices based on the product file, & also service style invoices.

