

Introduction to Computerised Accounts

Duration:	1 Day
Benefit:	This course is designed for people wishing to computerise their accounts, or who need to use a computerised accounts package, and do not have any previous accounts experience or formal training in accounts and finance.
Objectives:	The aim of the course is to convey a basic understanding of finance to delegates who do not come from a financial or accounting background.
Pre-requisites:	There are no pre-learning requirements for this course.

● What you will learn:

In particular you will be able to:

Understand the principles of double entry book-keeping

Understand the categories and headings used in your accounts

Understand the significance of the coding of accounts

Understand the significance of the Chart of Accounts and its relationship to the account codes

Be able to complete a trial balance

Understand the implications of being VAT registered

Understand the difference between standard and cash accounting for VAT

Bring together the figure for a simple VAT return

Understand the benefits of keeping a sales and purchase ledger

Understand the difference between a cash and an accrual system

See how a Profit and Loss and Balance sheet are compiled

See how a Budget report can benefit your organization

List the benefits of keeping these records on computer

Plan a strategy for computerizing your accounts

● Next Step:

Sage Essentials – a 2 day course to enable you to use Line 50 or Instant Accounting to record your accounts.

QuickBooks Pro – a 2 day course to enable you to have a sound knowledge of book-keeping and accounts principles.