

Sage Instant Accounts/Instant Payroll



Beginner/Intermediate Level

Approx 16 hours each course

Suitable for:

Complete beginners or those who wish to transfer their skills from any other accounts package.

Course objectives:

To enable an individual set up an accounts system and use the essential features of this popular accounting package.

Benefits:

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace with flexible study times (including evenings)
- ✓ Training in a comfortable and relaxed environment
- ✓ The opportunity to be awarded a Best Training Diploma

Instant Accounts

- Program basics
- Account names and numbers
- Bank transactions
- Financials
- Customers and suppliers
- Service invoices
- Products and stock control
- Product invoices and credit notes
- Statements and receipts
- Purchases
- Supplier payments
- Nominal ledger
- Bank reconciliation
- Credit control
- Recurring entries
- The Instant Task Master
- VAT returns
- Reports and information
- Assets & depreciation
- Closing stock journals
- Reports & information

Instant Payroll

- Program and payroll basics
- Company settings
- PAYE and NIC contributions
- Adding employees
- Employee records
- Pay elements
- Year to date values
- Processing payments
- Pre-update reports
- Updating records
- Hourly pay rates
- Pensions and sick and maternity pay
- Criteria and outline view
- Employee leavers
- Payment by BACS
- Contacts, options, passwords, library and internet
- Year end procedures
- Global changes
- Linking the Payroll to Instant Accounts

BEST
Training

Local – Professional – Flexible - Personal

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