

REF: OTS103 – TAS/SAGE Computerised Accounts Programme

- Introduction:** To assist small businesses to computerise their accounting and Information Systems
- Objective:** Participants will be capable of managing a fully integrated computerised accounts system in their business, using current information & generating key financial analysis within the business
- Who?** This course is particularly suitable for owners & book-keepers in small businesses. Participants should have basic IT skills and a good knowledge of manual accounting systems.
- Course Topics:** Introduction to computing, file management
Manual accounting revision
Training on the accounting package to include debtors, creditors, invoicing, stock control, management reports, VAT, bank reconciliation
On line developments Case study - Revenue returns & banking online
Customised training and set up & implementation in the business through on site visits
- Outcomes:** Participants will be fully comfortable in using the system to:
- Transfer information from manual to computerised system*
 - Generate customer invoices and statements, dealing with credit notes*
 - Input purchasing data*
 - Record banking receipts & payments*
 - Bank reconciliations*
 - Automatic computerised VAT returns*
 - Generate product records, customer & supplier records*
 - Produce management records, Back up of data*
- Suitability:** Prior to participation each company will be surveyed to profile their accounts function operation and assess the suitability of the packages available. This will be done by use of a Questionnaire and will ensure that their varying needs are met for their maximum advantage. This is a very important component of the training programme ensuring companies are matched to the package of most benefit to their operations and skill base.