



COURSE OUTLINE

- Creating a new company
- Setting up Accounts
- Creating and editing General Ledger accounts
- Creating and editing customer, stock items and suppliers
- Processing customer journals, tax invoice, reports, age analysis, monthly statements
- Processing supplier journals, goods received notes, linking to invoices, entry stock
- Processing General ledger accounts, cash book, cash control account, bank recon, depreciation and adjustment journals.
- Reports: Trial Balance, income statement, balance sheet, cash flow statement, debtors and creditors, vat return.
- Year end procedure, budgets, graphs, ratios
- Backup and restore
- Pastel Registration