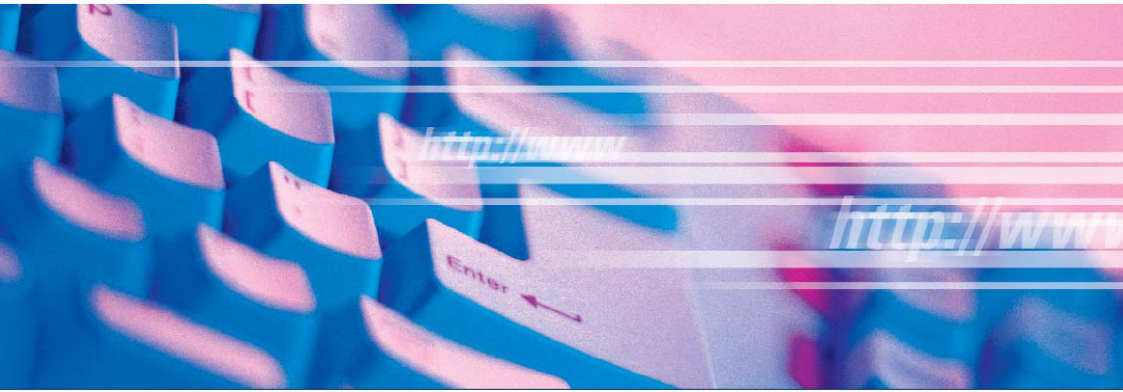


Accounts L1 Sales & Purchase Ledger Overview - Rev 8 (AC18)



CREATING YOUR BUSINESS ADVANTAGE



Training Course Overview

Course objectives

This course will provide attendees with an overview of the normal day-to-day Sales and Purchase Ledger functions.

Who should attend?

Dealership and Assistant Accountants. Supervisors may also attend.

Pre-requisites

Attendees must have keyboard skills and Accounts knowledge.

Programme

- Introduction to the relevant modules
- Customer account creation
- Batch input of invoices and credit notes
- Production of miscellaneous invoices and credit notes
- Take Deposits
- Sales Ledger cash posting
- Daily Banking
- Bank Reconciliation
- Invoice Register Functionality
- Cheques & Remittances
- Reports & Enquiry facilities
- Period End Options

Duration

1 day

Please visit our website or call the ADP Training department on 01635 214460 for further information or to book your place on the next available course.

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