

# Accounts L2 Introduction to Nominal Ledger & Associated Processes (AC28)

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## Training Course Overview

### Course Objectives:

This course will provide attendees with an introduction to the Nominal Ledger in preparation for go live or as a new user.

### Who should attend?

Dealership and Assistant Accountants.

### Prerequisites

Attendees must have keyboard skills and Accounts knowledge.

### Programme

- Introduction to the Nominal Structure
- Set up Cost Centres and Expense Codes
- Nominal Journal Functionality
- Nominal Enquiries
- Significant Balance Sheet Accounts
- Nominal Reporting
- Daily/Weekly/Monthly Checklists
- End of Day Reports
- Going Live on Autoline

### 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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