

CONTENTS

		Page
Lesson 1	Getting Started	1
Lesson 2	Customers	23
Exercise 1		33
Lesson 3	Suppliers	43
Exercise 2		55
Lesson 4	Nominal Ledger	67
Exercise 3		78
Exercise 4		83
Lesson 5	Banking	85
Lesson 6	Processing – Purchases	101
Exercise 5		120
Lesson 7	Processing – Sales	125
Exercise 6		134
Lesson 8	Payments and Receipts	139
Exercise 7		164
Lesson 9	Correcting mistakes Back Up Procedures	169

CONTENTS

	Page
Lesson 10 Reports	1
Lesson 11 Opening Balances Shortcuts	17
Exercise 8	23
SELF-ASSESSMENT 1	28
Lesson 12 Creating Invoices Printing Documents	33
Exercise 9	49
SELF-ASSESSMENT 2	64

CONTENTS

		Page
Lesson 13	The Bank Account module Petty Cash Recurring transactions	1
Exercise 10		25
Self-Assessment 3		30
Lesson 14	Payroll Journal	33
Lesson 15	Bank Reconciliations	43
Lesson 16	VAT Returns	53
Exercise 11		69
Self-Assessment 4		70
Lesson 17	Adjustments	73
Self-Assessment 5 (Part 1)		82
Lesson 17 Cont'd	Final Accounts	85
Self-Assessment 5 (Part 2)		93
Year End Routine Clearance Routine		95
Lesson 18	Health & Safety	105