

## 📌 Course Aim

The Big RED Book is a popular choice of accounting solutions for business moving from a manual bookkeeping system to a computerised system. The RED Book uses the traditional RED book concept splitting your accounts into a purchases book, cash/bank receipts, sales book, etc used in business today for processing accounts and producing various financial reports.

The aim of this training course is to provide clients with the necessary skills and knowledge which will enable trainees to manage their own suppliers, customers, produce sales invoices and credit notes and allow each client process various reports at month end, including VAT Returns, monthly statements etc.



This course is ideally suited to any small to medium sized business in retail, service and the manufacturing industry. A basic knowledge of book keeping is required.

## 📌 Client Profile

It is important that each client have basic computer experience and a working knowledge of the keyboard, mouse and be able to switch on and off a PC.

Ideally each client would have access to a computer system where The Big Red Book Accounts Software is available to maximise learning post training.

## 📌 Course outline

- Introduction
- Irish Tax System
- Suppliers - Purchases Book
- Customers - Sales Journal
- Nominal Accounts - Optional Extra Module
- Invoices, Credit invoices (returns)
- Bank Accounts
- Trial Balance
- Profit & Loss
- Monthly reports
- Debtors – Creditors
- Customer statements
- Vat Returns
- Year End

## 📌 Course Location:

5 Courtyard House, The Courtyard, Lewis Road, Killarney, Co Kerry.

## 📌 Course Duration:

1 Full Day. Please contact Island Computers for more details.