

# TAS Books by SAGE



## ◆ Course Aim

TAS Books is a popular choice of accounting solutions for business moving from a manual bookkeeping system to a computerised system. TAS Books is great for small and medium sized businesses. It allows you to maintain a high level of financial control within your business without the stress and headaches of manually compiling reports used in business today for processing accounts

The aim of this training course is to provide clients with the necessary skills & knowledge which will enable trainees to manage their own suppliers, customers, produce sales invoices & 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 & 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 TAS Books Accounts Software is available to maximum 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:

2 Full Days

