

DF13 – Computerised Bookkeeping

Incorporating TAS Books

- Introduction to Double Entry Bookkeeping
- Business Analysis
- Customer and Supplier Set Up
- Stock Control
- Sales Invoices Processing
- Purchase Order Processing
- Payments / Receipt Processing
- Banking
- VAT Processing
- Basic Reports (Trial Balances, etc.)

Course is designed to provide candidates with the ability to interact with a computerised bookkeeping system, using TAS Books 3 as the main application. Candidates will learn how to process sales invoices, purchase orders and VAT payments. Course also covers stock control management, banking, trial balances, and a basic introduction to the double entry bookkeeping system.

Candidate Profile:

Candidates should be computer literate with good English. Prior knowledge of manual or computerised bookkeeping systems, while beneficial is not necessary.