



# Accountants Overview of Sales and Purchase Ledgers (AC01)

## Course Objectives

This course will provide attendees with an overview of the normal day-to-day Sales and Purchase Ledger functions.

## Who should attend?

Dealership and Assistant Accountants.  
Supervisors may also attend.

## Prerequisites

Attendees must have keyboard skills and Accounts knowledge.

## Programme

- Introduction to the relevant modules
- Customer account creation
- Batch input of invoices and credit notes
- Production of miscellaneous invoices and credit notes
- Take Deposits
- Sales Ledger cash posting
- Daily Banking
- Bank Reconciliation
- Invoice Register Functionality
- Cheques & Remittances
- Reports & Enquiry facilities
- Period End Options

## Duration

1 Day

## Starting time

9am

## Cost

R 1 147.98 per person

## Training Method

Classroom