

## Liberty Accounts Training Days

### Purpose:-

To provide a foundation in the functions and features of the system

### Outcomes:

- To know how to exploit the power of the online model.
- To know how to set up and operate the system to advantage.
- To know how to use the ledgers and deal with the usual situations encountered.
- To prepare reports and access the online filing functions.
- To know how to access help and support.

### Method:

- Presentation and discussion supported by a practical demonstration

### Agenda Outline:

10.00 – 11:00	Set up, new users and clients, Role based access
11:00 – 11:30	Nominal, Sales and Purchases Ledgers
11:30 – 12:30	Expenses/P11D/IR35/Asset Ledger and other functions
13:15 – 14:15	Reporting and Online VAT Filing
14:15 – 15:15	Payroll, P11D and Stock
15:15 – 15:30	Help and Support
15:30 -	Informal discussions, Q&A

### Locations and Dates:

See the Web site for dates and locations or call 0845 230 9803 selecting Key 2 for Support

### Delegate Costs:

£75.00 plus VAT per delegate to include refreshments and documentation