



Accounts Production -  
LLP Accounts

e-Learning

Course Contents

Information

Fee Protection

Software

Magazines

Professional Development





# Aims and Objectives

## Aims

To train delegates through the entering of basic transactions, the preparation of statutory data and the printing of final accounts.

## Objectives

After attending the course delegates will be able to:

- ✓ Create new client jobs.
- ✓ Work with the standard chart of accounts.
- ✓ Enter opening balances, multiple and double entry journals.
- ✓ Use the Batch entry routines.
- ✓ Work with the trial balance screen and transaction listing screens.
- ✓ Get an overview of the statutory database.
- ✓ Enter addresses and personnel details.
- ✓ Enter values and text to the database.
- ✓ Use the Exception Report.
- ✓ Print and preview the final accounts.
- ✓ Run a year end routine.
- ✓ Back up your data.
- ✓ Travel a data set.

## Pre-Requisites

Attendees should be experienced users on CCH Accounts Production.

## Duration

We estimate this course to take a maximum of 2 hours to complete.

Please remember that our e-Learning courses can also be used as a post-training support tool.