



Accounts Production  
(VAP) v7

e-Learning

Course Contents

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# Introduction

This course is published in 4 parts:

- ✓ Introduction to VAP v7 set-up and data entry
- ✓ Accounts Production for Limited companies
- ✓ Accounts Production for Partnerships
- ✓ Accounts Production for Sole Traders

## Aims and Objectives

### Aims

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

### Objectives

After attending the course delegates will be able to:

- ✓ Creation of new client jobs.
- ✓ Working with the CCH Accounts Production v6 standard chart of accounts.
- ✓ Entering opening balances, multiple and double entry journals.
- ✓ Using the Batch entry routines.
- ✓ Working with the trial balance screen and transaction listing screens.
- ✓ An overview of the statutory database.
- ✓ Entering addresses and personnel details.
- ✓ Entering values and text to the database.
- ✓ Using the Exception Report.
- ✓ Printing and previewing the final accounts.
- ✓ Running a year end routine.
- ✓ Backing up your data.
- ✓ Travelling a data set.

### Pre-Requisites

- ✓ Have a working knowledge of Windows software.
- ✓ Be able to use a keyboard and mouse without help.

### Duration

We estimate this course to take a maximum of 4 hours to complete.

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