



**Course description:**

If you're an ABSS Desktop user who wants to make sure your business files are set up correctly for the most efficient use possible, then this course is just what you're looking for. Whether you're setting up to get started or are already working with existing company files, you'll learn the right way to set up all the relevant accounts, tax codes and card files.

**Day 1**

**Getting Started with ABSS Accounting**

To enable participants to get started and begin using ABSS Accounting by setting up the following:

- Introduction: Basic Accounting Terminology
- Overview of ABSS Accounting
- ABSS Navigation Tools
- Create new data files
- Setup Accounts List and opening balances
- Setup card files – customer, supplier, employee and personal cards
- Setup Sales details and assign customers opening balances
- Setup Purchases details and assign suppliers opening balances
- Initial Bank Reconciliation
- Generate reports that relate to opening balances
- System Maintenance: Back up & restore

**Day 2**

**Day-To-Day Processing**

To enable participants to acquire working knowledge of the essential business processes using ABSS Accounting, which covers the following:

- Recording Journal Entries
- Banking Processing
- Sales Management
- Purchases Management
- Reports - generate and print
- Preference & Security settings

**Prerequisites**

- Microsoft Windows experience and basic accounting knowledge is an advantage

**Exercise**

- Quizzes & Exercise to reinforce the learning experience
- Discussion on answers relating to exercises

**Training Details**

Duration: 2 days

Time: 9am to 5pm

Venue: ABSS Training Centre

33, Ubi Avenue 3, #08-67, Vertex Tower A, Singapore 408868

For Registration & enquiries, please contact us at

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