

Surf Accounts Training

Time: 10.00am – 3.00pm
(Lunch will be provided)

Training Topics

Refresher:

- Suppliers > set up > invoices > payments > reports
- Bank accounts > payments > receipts > bank reconciliation > reports
- Chart of Accounts > nominal codes > departments
- Accounting for VAT & RCT
- Month end reports

New topics:

- Operating credit card control account
- Operating online payment solution clearing account
- Accounting for income & grants received in advance
- Prepayments & accruals

At training we will have sample data, or you can bring your own school financial data.

If you cannot attend one of the sessions, please contact us to book a remote session.

February	
Education Centres	Dates
Galway	Monday 3 rd February
Letterkenny (Resource Centre)	Wednesday 5 th February
Tralee	Thursday 6 th February
Athlone	Monday 10 th February
Dublin West	Friday 14 th February

March	
Education Centres	Dates
Athlone	Tuesday 3 rd March
Dublin West	Wednesday 4 th March
Cork City	Monday 9 th March

Each training session will be limited to a maximum of 10 participants

[Click here to register](#)