

Computerised Accounts Programme Itinerary

Course Times:	Monday, 1st Mar 2010	2.00pm – 6.30 pm
	Tuesday, 2nd Mar 2010	2.00 pm – 6.30 pm
	Wednesday, 3rd Mar 2010	2.00pm – 6.30 pm
	Monday, 8th Mar 2010	2.00 pm – 8.30 pm
	Tuesday, 9th Mar 2010	9.30am – 6.30 pm
	Wednesday, 10^h Mar 2010	9.30 am – 1.30pm

Times are subject to change

There will also be 2 follow-on individual mentoring Sessions

Venue: Clonmel Park Hotel, Poppyfields, Clonmel

Cost: The South Tipperary Enterprise Board significantly support the cost of the programme, leaving a contribution of **€300** per participant.

There will also be a cost for the purchase of the software.

Note: On the third day of the programme you will need the following (these are essential to success);

- Customer names & addresses
- Supplier name & addresses
- Customer opening balances
- Supplier opening balances
- Details of what you buy and sell – e.g. price list, catalogue, brochure
- Bank accounts – outstanding cheques and lodgements
- Bank Statements
- Details of all direct debits and standing orders.

Finally, bring all of the current months “pieces of paper”

- Bills * Sales Invoices * Cheques * Lodgements