

TRIUMPH ACCOUNTING INTRODUCTION & GENERAL KNOWLEDGE COURSE OUTLINE



An ideal course for new and existing Triumph Accounting users. Does not require knowledge of any modules.

Purpose

This introductory course aims to provide participants with knowledge and skills required to use the basic functions of Triumph Accounting including General Ledger, Debtors and Creditors modules.

Target Audience

Aimed at participants who would not have used this package previously.

Pre-requisites

Participants should be familiar with the basics of using a PC. Experience with alternative accounting package would be an advantage but not necessary.

Content

- Getting Familiar
Understanding the general operation of Triumph Accounting
- Master Files
Setting up Creditors, Debtors and Inventory
- Creditors
 - Purchase Orders
 - Purchase Invoices
 - Creditor Payments
- Debtors
 - Sales Invoices
 - Cash Sales
 - Returns on Unpaid Invoices
 - Partial Returns
- Receivables
 - Applying payments
 - Applying payments to multiple invoices
 - Analysing sales
 - Statements
- General Ledger
 - Entering cheque payments
 - Making deposits
 - Reconciling the bank account

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