



# Forecast 5 Essentials Online Training Course

**BOOK NOW!**  
SPACES ARE LIMITED

07770 608 900  
SALES@FORECAST5.CO.UK

**When:**  
**Wed 5 December, 2018**

**Where:** Online

**Duration:**  
9.00am – 3:00pm

**Price:**  
£300 +VAT per attendee. Book 2 or more people from the same company and receive a discount.

Forecast 5 Training Course goes towards Accountant CPD hours.

A certificate of completion is awarded at the end of the course.

## Objectives:

The Essentials course is designed as a comprehensive training for all users of Forecast 5. Attendees will gain extensive knowledge into the workings of Forecast 5, such as setting up forecasts, entering actuals and opening balances, viewing reports and changing record types to match their data. You will also learn about What If scenarios. The course culminates with in-depth discussion of the premier reporting tool, One Touch Reporting.

After completing this course, the attendee will have gained a deeper understanding of Forecast 5.

## What the course will cover:

### **Session One:**

Creating a Forecast Settings  
Record Parameters  
Annual Profile  
Currency  
VAT PAYE NI

### **Session Two:**

Sections  
Records  
Record Properties

### **Session Three:**

Deferred Opening Balances  
Preparation for Opening Balances  
Entry of the Opening Balance Sheet

### **Session Four:**

Entry – P & L  
Records

### **Session Five:**

Data Entry – Balance Sheet Records  
One Touch Reporting

### **Session Six:**

Main Bank Account  
Additional Bank Accounts  
Tax  
Dividends

### **Session Seven:**

What If  
Changing the Extent of a Forecast  
Handling Actual Figures



Online

5 December, 2018

## Forecast 5 Essentials Online Training Course Booking Form

Company name:

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Phone:

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Address:

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Attendees name and email:

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Authorised by:  
(Name & email address)

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Position

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Acceptance of Terms and Conditions

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I confirm acceptance to the terms and conditions, located at <http://forecast5.co.uk/tcs/>

Once completed please email this booking form to [Sales@Forecast5.co.uk](mailto:Sales@Forecast5.co.uk)

Payment, login and course materials.

An invoice will be sent to the Authorised person.

Payment is required before you attend any course.

Login details and course materials will be emailed to attendees shortly before the course commencement.

