# **Forecast 5 Essentials Online Training Course**

**When:**

Tues 26 March 2019

**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.

**Book now!**

Spaces are limited

07770 608 900

sales@forecast5.co.uk

## *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

Folders

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

**Session Six:**

Main Bank Account

Additional Bank Accounts

Tax

Dividends

**Session Seven:**

What If

Changing the Extent of a Forecast

### Handling Actual Figures

### 

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# **Online**

# **26 March 2019**

# **Forecast 5 Essentials Online Training Course Booking Form**

Company name:

Phone:

Address:

Attendees name and email:

Authorised by: (Name & email address)

Position

Acceptance of Terms and Conditions

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.

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

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