

Overview

IRIS GP Accounts is straight-forward accounting software, tailored for use in NHS general practice with unique facilities for dispensing VAT practices.

Target Audience

Personnel with little or no knowledge of Iris GP Accounts software, formerly Maclean McNicoll.

Objectives

Upon completion of the workshop delegates will be able to use the software to:

- Maintain Practice Accounts
- Maintain Users
- Input a single item
- Input multiple items (Lodgement)
- Produce & format a Report
- VAT & the Dispensing Practice - outline
- Enter VAT element & run VAT Report
- Perform a Backup

Pre-requisites

A basic knowledge of accounting and Windows System, keyboard and mouse skills. Delegate's knowledge and experience will be assessed from a training needs analysis.

Workshop Content

- Introduction and overview of the software
- Maintain Users
- Main & sub codes
- Cashbook single entry (Income, Expenditure)
- Cashbook multiple entry (Income, Expenditure)
- Set up Direct Debits / Credits
- Purchase Register
- Fees Register
- Run & format Reports
- Back-up data
- Outline of VAT and the Dispensing Practice
- VAT -entering data & running report
- Completing a VAT return

Delegate Numbers

The maximum number of delegates for this workshop is 5

Six weekly post course monitoring follows all workshops.