

### 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 a basic knowledge of Iris GP Accounts software, formerly Maclean McNicoll

### Objectives

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

- Setup and maintain multiple Practice Accounts i.e. Main Account, Petty Cash Account
- Setup and maintain Users
- Setup and maintain Cashbook codes for Income and Expenditure by Practice Account
- Setup and maintain NHS Ledger templates by practice account
- Setup Budgets and Forecasting
- Input multiple items (Lodgement) by practice account
- Reconcile Bank Account
- Produce advanced Reports by practice account
- Run Backup and Restore data and Security Options process
- Run End of Year process
- Run Payroll link to Dr Ferguson

### Pre-requisites

A 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

- Administration of User Login Accounts
- Customise Main and Sub Codes
- Customise NHS ledger templates
- Memorise feature
- Filter feature
- Cashbook views
- Cashbook single and multiple entries
- Customise Direct Debits / Credits
- Purchase Register
- Fees Register
- Budgets and Forecasting
- Reports: Quick, Cashbook, Analysis, Budget
- Customising /Formatting Reports
- Back up, restoring data and security
- Bank Reconciliation
- Dispensing VAT & Partial Exemption
- De minimus rule
- VAT setup and entering information
- End of Year
- Payroll link to Dr Ferguson

### Delegate Numbers

The maximum number of delegates for this workshop is 5

*Six weekly post course monitoring follows all workshops.*