

Sage Accounting Training Course Objective:

This Sage training course is designed to introduce you to computerised accounting in Sage Instant Accounts and Line 50. It is primarily for those with little knowledge of Sage who would like to understand more about the day-to-day management of their accounts on computer. We will cover the following program basics:

- Setting up your company, customers, suppliers and bank accounts
- Searching activity history for customers, suppliers and bank transactions
- Invoicing, VAT and reporting
- Reviewing your accounts and credit control

Contents:

Getting Started

- Start and exit Sage and manage your data

Account Names & Numbers

- Create and manage your list of accounts
- Develop account codes and naming conventions

Customers

- Manage customer information
- Enter/Edit customer details

The Sales Ledger

Manage sales activity including:

- Invoicing
- Credit control

Suppliers

- Manage supplier information
- Enter/Edit supplier details

The Purchase Ledger

Manage purchasing activity, including:

- Invoicing
- Payments to suppliers

Products and Stock Control

Use Sage to manage

- Invoices
- Credit notes
- Products including re-order levels
- Sales details including discounts
- Order details
- Stock including returns
- Stocktaking

Bank Entries / Bank Accounts

- Use Sage to manage your bank transactions and petty cash
- Bank reconciliation

Nominal Ledger

- Analysing your accounts
- Making manual adjustments

VAT Returns

- Use Sage to prepare and produce a VAT return
- Reconciling the VAT transactions

Reports

Produce and understand useful reports including:

- The Audit Trail
- The Period Trial Balance report
- The Profit & Loss report
- The Balance Sheet report