Sage Accounts

This course is designed to introduce you to computerised accounting in Sage Instant Accounts and Line 50. This is for you if you would like to understand more about the day-to-day management of your accounts on computer.
You will learn how to:

- Set up your company, customers, suppliers and bank accounts
- Search activity history for customers, suppliers and bank transactions
- Invoice, handle VAT and produce reports
- Review your accounts and manage credit control.

1 Setting up your company details

Aims of this session

Getting you started in Sage, and establishing your company details.

On completing this session you will be able to

- Start Sage
- Using the configuration editor
- Setting up Company preferences
- Managing backups on exit

2 Customers

Aims of this session

Using the customer functions in Sage to manage your customer information

On completing this session you will be able to

- Record new customer details
- Edit existing customer details
- Navigate through records
- Filter by selection
- Sort data

3 Nominal ledger

Aims of this session

Working confidently with the Nominal ledger and Chart of Accounts functions

On completing this session you will be able to

- Viewing a Nominal Account's Activity
- Creating Journals using double entry bookkeeping
- Editing and checking your Chart of Accounts

4 Product Codes and Stock Control

Aims of this session

Learn how to create product codes and manage all stock details

On completing this session you will be able to

- Create product codes or edit an existing product code
- Assign product codes to Sales Ledger
- Maintain Stock levels and re-order levels

5 Sales ledger

Aims of this session

Learn how to create sales invoices

On completing this session you will be able to

- Create an Invoice or Credit Note
- Print and update an invoice or credit note
- Credit Control

6 Suppliers

Aims of this session

Learn how to manage supplier information

On completing this session you will be able to

- Record new supplier details
- Edit existing supplier details
- Navigate through records
- Filter by selection and sort data

7 Purchase Ledger

Aims of this session

Learn how to manage the purchase ledger and become familiar with all the transactions relating to purchases made by your business

On completing this session you will be able to

- Navigate through the Purchase Ledger screens
- Review Transactions for particular suppliers
- Record Purchase Invoices and Credits

8 Bank Reconciliation

Aims of this session

Learn how to use Sage to record your banking transactions

On completing this session you will be able to

- Record Customer Payments
- Reconcile your Bank Statement
- Record Payments & Receipts
- Send Remittances & Batch Payments

9 VAT Returns

Aims of this session

Learn how to complete a VAT return using Sage

On completing this session you will be able to

- Understand the components of a VAT Return
- Calculate VAT
- Reconcile your VAT Transactions

10 Using Wizards

Aims of this session

Be familiar with all the wizards available in Sage

On completing this session you will be able to

- Complete complex procedures

11 Reports

Aims of this session

To identify relevant reports to help you in your business.

On completing this session you will be able to produce

- Profit and Loss Report
- Balance Sheet Report
- Period Trial Balance Report
- The Audit Trail Report
- Aged Debtors Report
- Aged Creditors Report