

COURSE CONTENT

Introduction Unit

- Sage 50 Accounts Professional Installation Instructions
- Screenshots, Tasks and Activities
- Working through the Units
- Setting up a New Company
- Backing Up and Restoring Data
- Customise your Company
- How to Use Practice Data
- Helpful Information Using Sage
- Tax Codes within Sage
- The Ledgers and Sage Nominal Codes
- Creating a Chart of Accounts to Suit Company Requirements
- Creating Department Codes

Unit One

- Creating Customer and Supplier Account Codes and Records
- Making Error Corrections and Deleting Transactions
- Producing Sales Invoices
- Producing a Sales Credit Note
- Customer Invoices Using Batch Entry
- Customer Credit Notes Using Batch Entry
- Sales Invoice Day Book in Sage
- Sales Credit Day Book in Sage
- Entering Customer Receipts
- Printing a Customer Statement
- Supplier Invoices Using Batch Entry
- Supplier Credit Notes Using Batch Entry
- Purchase Invoice Day Book in Sage
- Purchase Credit Day Book in Sage
- Entering Supplier Payments
- Printing a Remittance Advice
- Trade and Settlement Discounts
- Setting Up and Using Email Invoice and Statement Features

Unit Two

- Working Through Unit Two
- The Opening Bank Cash Book Balance (The Bank Account)
- Creating a New Bank Account
- Process Bank Transactions Not In Customers Or Suppliers Ledgers
- Transferring Money Between Accounts
- Recurring Entries
- Bank Reconciliation
- Refunds and Returned Cheques
- Contra Entries
- Petty Cash Transactions
- Reconciling the Petty Cash Account
- The Cash Register

Unit Three

- Working Through Unit Three
- Entering Opening Debtor Balances
- Entering Opening Creditor Balances
- The Use of the Journal in Sage
- Making Journal Entries
- Entering Nominal Ledger Opening Balances
- Use of the Suspense Account
- Correcting Departmental Posting Errors
- Journal Entries for Direct and Indirect Labour
- Glossary of Accounting Terms

Unit Four

- Screenshots, Tasks and Activities
- Working Through Unit Four
- Monitor and Analyse Customer Accounts for Credit Control
- Supplier Activities and Aged Reports
- Debtors and Creditors Control Accounts
- VAT Returns and The Government Gateway
- To Process a VAT Return
- EC Purchases and EC Sales
- EC Sales List
- Intrastat
- Bad Debt Write Off and Provision for Doubtful Debts
- The Trial Balance
- Errors in the Trial Balance

Unit Six

- Working Through Unit Six
- Introduction to Costs and Income (for students)
- Cost Centres and Profit Centres
- Coding Using Sage
- Departmental Coding
- Variance Analysis
- Budget Control
- Stock Valuation and Stock Control
- Accounting for Movements in WIP and Finished Goods
- Project Costing using Cost Codes and Resources
- Glossary of Accounting Terms

Unit Five

- Working Through Unit Five
- Maintaining the Security Of Data
- Types of Backup Files and Storage
- Set Access Rights for a Secure Operating System
- Prepare and Process Month End Routine
- Management Reporting
- Other Comparative Reports available in Sage
- Exporting Data and Linking to Other Systems