

SAGE TRAINING COURSES

BASIC BOOKKEEPING – 2 DAYS



Course Overview

This course is an introduction to the basic book keeping elements within the Sage 50 and Instant Accounting packages. The course aims to give you a strong basic understanding of how to maintain your computerised accounts through Sage.

Course Structure

- Introduction
- Customers
- Invoicing
- Suppliers
- Bank
- Nominal Journals
- Correcting Errors
- Basic Reporting Needs
- Data Controls

More detail is included on the next page.

Where?

Our office in the centre of Daventry is conveniently located and has a training suite designed for 6 people to give the best individual help and tailoring of the course.

How much?

The cost is £400+VAT for the two days. This includes parking, lunch and all course material.

Are there any minimum requirements going in to the course?

Delegates require a basic understanding of accounting terms such as invoice/credit note/journal and also need to have a basic knowledge of computing, the use of the mouse and basic knowledge of Windows.

What now?

If you are interested or if you have any questions about the course please give Jonathan Gardner a call on 01327 879090. Details of dates and availability can also be provided.

Cottons Chartered Accountants.
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Also at: Northampton, Rugby,
Southam, Banbury



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Detailed Course Contents

Introduction

The Sage Range
Settings
Nominal Ledger Structure
Adding Nominal Accounts
Tax Codes

Customers

Adding a new record
Entering an Invoice
Entering a Credit Note
Address Labels

Invoicing

Producing Service and Basic product invoices
Printing
Layouts
Posting to Sales Ledger

Suppliers

Adding a new record
Entering an Invoice
Entering a Credit Note

Bank

Creating a New Account
Entering Customer Receipts
Entering Supplier Payments
Remittance Advices
Batch entry
Transfer between accounts
Dealing with Petty Cash
Dealing with Credit Cards

Nominal Journals

Basic Journal Entry
Reversal Journals

Basic Reporting Needs

Reporting on Aged Debtors and Creditors
Reviewing Ledger Accounts
Preparing Statements

Correcting Errors

Data Corrections
Write Offs, Refunds and Returns

Data Controls

Back up procedures
Data Checks

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