

Duration: 1 day

This is an introduction to computer-based accounting. Delegates will learn about setting up accounts, creating sales, listing ledgers and different types of accounts. As well as vital accounting functions, this course also includes elements of reporting and accounts backup.

Topics

- Planning your accounts: tasks to complete before starting to use Sage.
- Creating Accounts in Sage: the delegate works through the procedures for setting up sales, purchase, bank and nominal accounts.
- Managing Invoices: how to effectively enter purchase and sales invoicing.
- Managing Receipts and Payments: how to record sales receipts, and purchase payments.
- Running VAT Analysis: running a VAT Returns and Tax Control Account.
- Sage Management reporting: delegates learn how to run reports like, aged balances, account histories, trial balances and the monthly accounts.
- Data Verification: procedures for confirming your data.
- Data Backup: setting up a regular backup routine.