

## Training Course Specification

### Course: Introduction to Sage Accounts

#### Duration: Two days

**Aims and objectives of the course:**

This course is designed for users of Sage Instant, Instant Plus or other versions of Sage accounts who have little or no knowledge of the programme.

At the end of the workshop delegates will feel confident about using the programme to process financial transactions and produce simple accounts

**Who should attend:**

Those who wish to use Sage for recording financial transactions.

**Pre requisites:**

Some knowledge of how to use the keyboard, mouse and other Windows systems is assumed. Those who have little or no knowledge of the structure of accounting systems should expect to spend some time on the concept of double entry book keeping

### <sup>1</sup>Course Contents

#### Initial stages

- Key Decisions Prior to Set Up
- Basic configuration of the system
- Understand the structure of the Nominal accounts
- Profit/Loss and Balance Sheet, Financial Year settings
- Default settings
- Dealing with Tax Codes
- Company Preferences
- Understand the choice of methods and implications for VAT Cash Accounting
- Creating customer and supplier accounts including default values
- Changing/Creating Nominal codes and names
- Inserting Opening Balances

#### Bank Transactions:

- Process Payments and Receipts through the bank
- Dealing with Petty Cash and bank transfers
- Dealing with recurring payments such as Standing Orders and Direct Debits
- Bank reconciliation and other month end procedures

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<sup>1</sup> You can choose from the list to create your own course

# MSC Computer Training

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## **Processing transactions:**

- Working with Supplier invoices and payments
- Working with Customer invoices and receipts
- Dealing with refunds, returned cheques and credit notes
- Design invoices, statements and other reports
- Dealing with Accruals and Prepayments
- How to process Contra-entries
- Depreciation
- Error Correction
- Exploring and editing Reports
- Processing a VAT Return
- Post and correct Journal Entries
- Using Projects to monitor costs against a specific project (Not Sage Instant or Sage Instant Plus)