

Sage Accounts

Course Outline

Foundation Level

1 Day Course



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- Setting Program Options
 - Planning a Chart of Accounts
 - Entering Opening Balances
 - Setting up Customer Accounts
 - Setting up Supplier Accounts
 - Sales Ledger
 - Dealing with Invoices and Credit notes
 - Dealing with Refunds
 - Purchase Ledger
 - Printing
 - Customer Receipts
 - Supplier Payments
 - Dealing with Bank Transactions
 - Dealing with Petty Cash
 - Dealing with Credit Bank Transfers