

Sage Accounts

Course Outline

Intermediate Level

2 Day Course



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- Recurring Entries
 - Correction of Errors
 - Reconcile bank accounts
 - Wages and salaries
 - Clearing data files
 - Apply search criteria, multiple searches and wild card
 - Age outstanding invoices, ageing frequency on outstanding invoices and reports
 - Understand the different types of customer documentation
 - Contra entries
 - Flag invoices in dispute and understand reasons why you write off customer or supplier transactions
 - Setup and process standing orders and repeat transactions
 - Setup and post depreciation and dispose of an asset
 - Setup and process prepayments and accruals
 - Understand the different formats used for profit and loss and balance sheets
 - Produce profit and loss, balance sheet, budget reports, departmental reports
 - Perform a VAT Return, run year end