
Sage Accounts Level 1

Course Duration : 1 day

Course Overview

This course introduces the Sage Accounting program, and is ideal for those with a small amount of book keeping / financial knowledge, but who are new to Sage. It covers the basics of how Sage works, along with all of the day to day transactions which you are likely to come across when using Sage Accounts programs day to day.

Prerequisites

- This course assumes basic knowledge of computer use - using a keyboard and mouse, left and right clicks, basic knowledge of Windows etc.
- Although knowledge of book - keeping / accounting terminology and manual double entry is not specifically necessary to use Sage Accounts, a basic understanding is helpful and attendance of the introductory course 'Sage Book Keeping - Overview and Introduction' would be recommended for those with no experience of financial systems at all.

Objectives

Delegates will be able to :

- Be confident in navigating around the Sage 50 Accounts program.
- Understand the Sales, Purchase and Nominal Ledgers within Sage, and how these work together.
- Set up records within Sage Accounts.
- Process day to day transactions within Sage Accounts, including: Sales Invoices and Receipts, Purchase Invoices and Payments; Bank and Cash transactions.
- Produce standard reports from Sage Accounts, including: VAT returns and reports, Aged debtor and creditor reports, Profit and Loss and Balance Sheet reports.

Course Content

Setting Up Sage Accounts

Installation and Setup (overview)
Setting your Financial Year
Setting your VAT scheme
Tax Codes (overview)

General Navigation

Finding your way around Sage Accounts

The Company Module

The Nominal Ledger
Customising your Nominal Ledger
The Chart of Accounts
The Financials module

Working with Customers

Setting up Customer records
Setting up Customer Defaults
Creating Invoices and Credits to print
Entering Invoices and Credits (printed on a different system)
Receiving money from customers



Working with Suppliers

Setting up Supplier Records
Setting up Supplier Defaults
Entering Supplier Invoices and Credits
Paying Suppliers

The Bank module

Setting up Bank Accounts
Making payments where there is no invoice
Receiving money where there is no invoice
Direct Debits and Standing Orders
Bank Reconciliation

The VAT Return

Running a VAT Return
Checking and Reconciling the VAT Return
VAT Reports

Further information

Although not covered in depth further information is provided on Reporting within Sage Accounts, Data Integrity (Checking data & backing up), and Error Corrections.

Other Courses in this Series

[Sage Accounts Additional Workshops](#)

[Sage Accounts Level 2](#)

[Sage Payroll](#)

Related Courses

[Excel 2013 Level 1](#)

[Excel 2013 Level 2](#)

[Excel 2010 Analysing & Presenting Data using Pivot Tables & Dashboards](#)

[Excel 2013 Level 3](#)

Training Options

- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises