



4D Group

Sage Accounts Introduction

Who would benefit?

This course is designed for those who require the basics of Sage.

Objective

This course gives attendees an overview of how to use Sage Accounts.

Content

- Basic components of Sage Accounts, menu, main toolbar, structure, quicktools, help
- Backup and restore
- Sage Ledger Interfaces: setup/amend customers, reporting
- Purchase Ledger Interfaces: setup/amend suppliers, reporting
- Sales and Purchase Invoicing modules: creating/entering invoices, updating
- Sales and Purchase Ledger batch invoicing
- Nominal Ledger setup, Journals
- Period End and Year End routines, checklists, updating
- Report modules: Ledger reports, Financial reporting, Audit trails

Duration

One day

Pre-requisites

Attendees must be book-keepers/accounts staff familiar with book-keeping and accounts theory and terminology. They must be familiar with the Windows environment and basic PC use.

Further training

Advanced Sage Accounts – customising Sage, custom reports, charts of accounts, nominal ledger account creation, linking to the internet and other applications, accountants module, stock module, asset module

Sage Payroll – setup and create employees, weekly and monthly payroll, updates