

BOOGLES LTD

Fitzroy House - 3rd floor, Abbot Street, Dalston, London E8 3DP
Tel: 0844 8844 622 • Fax: 08712 449 500 • Direct Line: 07854 216 482
Email: training@booglesltd.com • Web: www.booglesltd.com

Sage Training Level 1 - Course Outline



Course is aimed at:

- Bookkeepers new to sage
- Owner / managers doing the books themselves
- Staff with the responsibility of using sage
- Students doing AAT, ACCA, CIMA, Bookkeeping Level 1, 2, or who have done a sage course previously

Ideal for:

- Building confidence and increasing comfort level with the software - the aim really is to understand the software and not just data entry with no understanding
- New users or as a refresher

Seminar agenda

What is double entry

Overview of Sage Accounts

- Sales ledger
- Creating accounts
- Enter manually prepared invoices and credit notes
- Producing free text invoices via invoice production
- Refunds and write offs
- Contra entries

Purchase Ledger

- Creating accounts
- Entering invoices and credit notes
- Disputing invoices

Bank Transactions

- Supplier payments
- Customer receipts
- Bank payments and receipts
- Petty cash payments and receipts
- Credit card payments
- Bank transfers

Nominal Ledger

- Overview

General maintenance

- Back up and restore
- Error correction
- Short cut keys
- Reports

The cost for Basic Training is £149.00 (no VAT). The fee includes training session 930am to 5pm, student course notes and refreshments.

Sage trainers:

Trainers are experienced instructors and have years of applied accounting, bookkeeping and business experience. These are practical, useful, training sessions. Each course is limited to 12 participants, who will be instructed via lecture, examples & exercises and question and answer questions.

BOOGLES LTD

Fitzroy House - 3rd floor, Abbot Street, Dalston, London E8 3DP
Tel: 0844 8844 622 • Fax: 08712 449 500 • Direct Line: 07854 216 482
Email: training@booglesltd.com • Web: www.booglesltd.com

Sage Training Level 2 - Course Outline

Course is aimed at:

- Bookkeepers who want to improve on their sage skills
- Owner / managers of growing businesses doing the books themselves
- Staff with the responsibility of using sage
- Students doing AAT, ACCA, CIMA, Bookkeeping Level 1, 2 who have completed level 1

Ideal for:

- Building upon the basics of what you already know, but want to know the other parts to fully understand the full potential of this software
- People who have been using the software regularly for at least 12 months and want tips, tricks and techniques to maximise productivity

Prerequisites:

- A good understanding of double-entry bookkeeping is required

Seminar agenda

Further Bank Procedures

- Bank reconciliation
- Cheque Printing

Nominal Ledger

- Nominal ledger reports
- Journal entries
- Skeleton journals

VAT

- VAT reporting & reconciling transactions

Setting Up The System

- Setting defaults and preferences
- Planning and creating chart of accounts
- Settings programme options
- Entering opening balances
- Altering and designing stationery layouts
-

Asset Register

- Creating categories
- Recording assets

Month End Procedures

- Recurring entries
- Prepayments and accruals
- Depreciation
- Closing off

Year End Procedures

- Zeroing balances
- Closing off

Further Reporting

- Sales, purchase, nominal and bank reports
- Budget and prior year comparisons
- Graph

The cost for Basic Training is £149.00 (no VAT). The fee includes training session 930am to 5pm, student course notes and refreshments.

Sage trainers:

Trainers are experienced instructors and have years of applied accounting, bookkeeping and business experience. These are practical, useful, training sessions. Each course is limited to 12 participants, who will be instructed via lecture, examples & exercises and question and answer questions.

