

Sage Advanced - 2 days



Course Objectives

Going beyond the core modules. How to look and report on the data held within Sage50 Accounts. The processes for Month End, Year End, credit control, depreciation, VAT, prepayments and accruals.

Prerequisites

Currently using or have used the core modules within Sage50 Accounts or other computerised accounting software.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Bank

- Reconcile bank transactions and adjustments
- Look at retrospective report (2011 only)
- New export to Microsoft® Excel (2011 only)

Search

- How to use search criteria and wild cards
- Do multiple level searches
- How to undo a search
- Configurable columns

Credit Control Management

- Use the communications and diary functions to help with credit control
- Adding comments, notes and documents
- Understand current and retrospective reports
- Produce customer statements and letters
- How to "Flag" invoices under dispute and the reason why
- How to write off customer transactions and small account differences
- VAT adjustment

Recurring Entries

- Set up standing orders and other regular transactions
- How to set up and process prepayments and accruals

Fixed Asset Register

- Set up assets types
- How to enter, apply n/l codes for automated posting and disposal of an asset
- How to process the depreciation charge
- Valuation reports

Management Reports

- Understand, create new and amend existing Profit and Loss, budget, departmental, Quick Ratio and Balance Sheet reports
- Batch reports
- Use Microsoft® Excel and Word integration

Importing Transactions

- Type of imports allowed
- How to import transactions
- Common errors and how to fix them

VAT

- Prepare VAT returns and EC sales reports
- e-VAT submission
- How to set up Flat Rate scheme

Period and Year Ends

- Understand the procedures
- Clearing transactions
- Company archive