



## Sage 50 U.S Edition Accounting MODULE 1 (END-USERS) COURSE

### Target Attendees

This course is designed for accounting graduates, business professionals, business executives and those involve in accounting function in an organisation.

### Program Objectives

This course will enable participants to do the following:

You will learn how to navigate in each of the windows,

Create, setup, and customize a company,

Record common journal entries for a business

Processing day-to-day transactions such as; sales invoices, customer payments, bills and expenses, bill payments, sales tax payments, banking, Receivable and Payables management, and Financial Statement reporting.

## Delivery Method

- Instructor-led classroom training
- Facilitated workshops

## Assessments

The assessment forms part of the course and has to be taken after the course.

## Course FEE:

**FEE: 30,000.00**

### NOTE

- Registration must be done two (2) days before event date
- Pay at any GTBank: A/C Name: BABATUNDEAJALA & CO and A/C number 0007289768 or Zenith Bank account number 1011614943
- Group attendees discount available on request

## Course Date and Duration:

February 10 - 11, 2017 (10am – 4pm Daily)

## Course Venue:

VENUE:	
Classroom	58A, Kudirat Abiola Way, Oluyole B/stop, Oregun, Ikeja, Lagos



## Course Outline

### Overview

- Understanding the home page: you will learn how to navigate to all areas of the program using the Sage 50 desktop.
- Understanding Menus and Navigation Aids

### Creating Companies & Maintaining Chart of Accounts and Budget maintenance.

- **Company Setup:** You will learn how to use the New Company Setup Wizard to create your company database, as well as define your initial chart of accounts, accounting periods, accounting method, and posting method.
- **Chart of Account Structure, Creation and editing:** Creating a well-organized general ledger chart of accounts is an important step of the initial company setup process. You will understand how to access and modify your company's chart of accounts in Sage 50 and how the different account types available in Sage 50 affect your financial statements. You will also learn how to segment your chart of accounts by department or business area. Finally, you will learn how to add beginning general ledger account balances.
- Budget and budget variance report.

### Inventory management

- Setting up and modifying inventory account: You will also learn how to set up basic stock and service items that can be used to track the items and services you sell.
- Inventory transactions and adjustments
- Inventory Reports

### Create and maintain Supplier master and perform purchase transactions

- You will learn how to set up default vendor and payables settings that will help save you time when recording your list of vendors.

- You will also learn how to quickly add and maintain vendor and payee records in the program
- You will learn how to record and print vendor purchase orders, and receive goods and services using purchase invoices.
- This module will end with a discussion of key aging and Accounts Payable reports that help you track and manage purchase orders and outstanding vendor invoices.
- **Processing Vendor Payments and Other Vendor Payment Tasks:** Sage 50 Accounting provides all the tools necessary to record and track your company's payments to vendors, tax authorities, and other payees. In this training module, you will learn how to record many kinds of payments, including payments for outstanding purchases invoices and expense payments. Recording vendor deposits and credit will also be demonstrated. Additionally, you will learn how to enter more advanced payments, such as processing a vendor refund and paying for goods and services using a company credit card. The session will wrap up with accessing and reviewing key vendor and payment reports.

### Create and maintain Customer database and perform Sales transactions

- You will learn how to set up default receivable and customer settings that will be used when setting up customers in Sage 50.
- You will learn how to add and maintain your customer records using the Customer maintenance window.
- Customer sales tax agencies and codes will be discussed.
- Finally, you will view customer information and basic transaction history using key customer reports and the Customer Management Centre.
- **Processing Customer Sales Transactions:** This module will demonstrate how to create and print many of the sales tasks and transactions you can record in the program, such as quotes, sales orders, and sales invoices. Recording customer credit and voiding sales invoices will also be demonstrated. This session will wrap up with learning how to track customer outstanding sales using key aging and receivable reports.
- **Receiving Customer Payments and Other Customer Payment Tasks:** Whether you are recording a customer payment for an outstanding invoice or recording a direct to revenue cash receipt, Sage 50 makes it easy to record a customer payment. This

training session will demonstrate how to receive payment for outstanding invoices, as well as how to record a direct sale. You will also learn about additional customer transactions you can enter in the program, such as recording customer deposits, issuing a customer refund, applying customer credit, and writing off customer debt. Finally, you will learn how to access and print customer statements and important reports and lists that help you manage and track your sales.

### Create and maintain Employee master file and run payroll

- Create and modify Employee masterfile
- Paying Employees
- Payroll Reports and Pay Slip generation

### Bank Reconciliation

You will learn how to reconcile bank account transactions to the bank statement of account.

### Financial Statement and Forms Design

You will learn how customise financial reports using the IFRS format, removing the \$ sign from reports and customising various forms, such as, invoice, pay advice receipts etc.