

# BOOGLES LTD

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## 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.

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## 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
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### 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

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