

Sage Business Cloud Accounting Training Outline

This comprehensive training course covers the set up and in-depth processing within the Sage Business Cloud Accounting Product. The two day course is design for small business owners, accountants, business students or individuals who do not have any accounting background or time for Software Training. Sage Business Cloud will help you to become more organized and run your business effectively and collaborate online with your accountant.

DAY 1

Introduction

- About Droidedge Consulting.
- Introduction to Accounting Software.
- Difference between Accounting and ERP Software
- Types of ERP Software.
- Types of Accounting Software.

Starting Sage Business Cloud Accounting

- Introduction Sage Business Cloud Accounting.
- The sign-up process for Sage Business Cloud Accounting.
- Logging into your company.
- Navigating within Sage Business Cloud Accounting.

Maintain and administer your companies

- Maintaining your company's settings.
- Setting customer zone.
- Setting financial period.

Create and Maintain General Ledger master files

- Creating your GL accounts.
- Creating expense account
- Create your bank accounts.
- Creating your asset/liability account.
- Creating your bank and cash accounts.

Create and Maintain your Supplier master files

- Supplier master files.
- Maintain existing suppliers.
- Creating your suppliers.

Create and Maintain your Item master files

- Item master files.
- Maintaining your items.
- Creating your items.
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Create and Maintain your Customer master files

- Customer master files.
- Maintain existing customers.
- Creating your customers.

Opening Balances for Accounts, Suppliers, Items, and Customers

- GL Account Opening balances
- Supplier opening balances.
- Item opening balance.
- Customer opening balances.

Processing Supplier Documents

- Process supplier transactions.
- Purchase Order processing
- Suppliers invoice
- Return to suppliers
- Suppliers payment.

DAY 2

Processing Customer Documents

- Process customer transactions.
- Customer Quotations.
- Sales Order processing
- Customer invoice
- Recurring Customer invoices
- Return to customer (Credit Notes)
- Customer receipts.

Processing Banks Transactions

- Process banks and cash.
- Receiving and making payments.
- Paying for petty expenses.
- Reviewing bank transactions
- Reconcile banks and cash transactions.

Generating Reports - Financial Statement

- Income Statement.
- Statement of financial position.
- Trial balance.
- Project profitability report etc.

Generating Other Reports

- Supplier report.
- Inventory reports.
- Customer report and statement.