

Computerised Accounts using Sage Level 1 and 2 (City & Guilds)

If you want to work in accounts you'll have to use accounting software to do your work. Our Computerised Accounts course covers the use of that software to produce accurate, professional and well-presented accounts – a skill that all accounts offices are looking for.

Aim of the Course

The aim of the course is to learn how to operate and maintain a computerized accounts system. Designed to follow on from the basic Book-keeping course, it can be used at work or in your business.

Who should attend the course?

- Anyone wishing to set up in business and be able to operate his or her own accounts using a computerized accounts system.
- Anyone working in or looking for work in the accounts function of an organisation
- Anyone wishing to learn how to run and maintain a computerized accounts system having completed the basic book-keeping course

Prerequisites

- Experience of using windows and some previous manual book-keeping experience. Ideally you would have successfully completed the City & Guilds Bookkeeping Levels 1 and 2.
- Basic math's and an understanding of the English language are desirable.

Course Duration

- The course is approx 21 hours long. This can be done over 3 days full time (1 day per week) or 7 weeks (3 hours per week).

Objectives of the course

By the end of this course you be able to

At LEVEL 1

1. use a standard accounting software to record accounting transactions
2. create new accounts to the purchase & sales ledgers
3. create new accounts in the nominal ledger
4. process invoices, credit notes, receipts and payments
5. calculate and reconcile batch totals
6. print various statements from sage
7. overall have a basic introduction to SAGE

At LEVEL 2

1. enter initial capital, cash, cheque and other bank transactions e.g. standing orders, direct debits
2. correct errors by credit notes, journal adjustments or other recognized software means

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3. enter tax reference codes and/or percentages i.e. VAT
4. produce a trial balance
5. produce a supplier and customer account history

Course Content

Level 1 focuses on the basics and you should start here if you are looking for an introduction to computerised accounts. Areas covered include:

- Using standard accounting software
- Creating new accounts in the nominal ledger, purchase & sales ledgers
- Processing invoices, credit notes, receipts and payments
- Calculating and reconciling batch totals
- Printing statements

If you already have some experience then Level 2 is for you. Areas covered include:

- Entering capital, cash, cheque and other bank transactions
- Correcting errors by means of credit notes or journal adjustments
- Entering tax reference codes
- Producing accounts schedules
- SAGE modules – Bank, Customer, Supplier, and some of the Nominal

Features

- All students are required to pay the City & Guilds Exam fees
- Courses are very practical using examples rather than mainly lecture based.
- Extensive individual attention is available throughout the course and you will be encouraged to ask questions.
- Course materials provided – printed handouts for each topic, questions and answers and a recommended reading list.
- The courses can be arranged to suit corporate clients making block bookings for their staff.
- Intensive classes are available by arrangement usually 3 full days.
- Sponsoring organisations will be sent a progress report on request
- BTC Ltd Bookkeeping certificate issued on completion and a City & Guilds certificate is issued on successful completion of the C&G exams