

SAGE LEVEL 3 TRAINING OUT LINE

THE FULL SAGE LEVEL 3 TOPICS - £375

By the end of this course you be able to

- Access and amend company parameters in respect of name and address.
- Add new accounts to purchase and sales ledgers.
- Set up supplier and customer settlement terms, credit limits, contact details etc.
- Create accounts in the nominal ledger from given information.
- Process transactions involving differing tax liabilities.
- Process information in respect of the sales ledger – ie invoices, credit notes and customer receipts.
- Process information in respect of the purchase ledger – ie invoices, credit notes and payments.
- Process transactions in respect of the nominal ledger – ie payments and receipts.
- Allocate / match amounts in the purchase and sales ledgers as required – ie either matching to items or full or part payments in advance or on account.
- Effect transfers between accounts in the nominal ledger.
- Process discounts received and allowed.
- Process transfers between bank accounts and cash accounts.
- Process bad debts write off, make or adjust provision for bad debts.
- Process contra items between purchase and sales ledger accounts.
- Process returned cheques in respect of customers and suppliers.

- Access/amend and process recurring entries as required.
- Calculate and process depreciation using both the reducing balance method and the straight-line method.
- Process entries involving the purchase and disposal of fixed assets, including the calculation of profit or loss on disposal.
- Reverse opening stock, prepayments and accruals entries.
- Process required entries involving closing stock figures, prepayments and accruals.
- Process transactions via a suspense account.
- Print out copies of accounts, customer and supplier data, customer and supplier activity reports, customer statements, remittance advices, trial balances, day books, audit trails, profit & loss account and balance sheet as requested.
- Overall set up and running the accounts of a small business using SAGE software.

THE CUSTOMISED SAGE LEVEL 3 TOPICS - £150 (5 Hours – 10-3pm)

MONTHEND ACTIONS/PROCESSES

- Calculate and process depreciation using both the reducing balance method and the straight-line method.
- Process entries involving the purchase and disposal of fixed assets, including the calculation of profit or loss on disposal.
- Reverse opening stock, prepayments and accruals entries.
- Process required entries involving closing stock figures, prepayments and accruals.
- Process transactions via a suspense account.
- Print out copies of accounts, customer and supplier data, customer and supplier activity reports, customer statements, remittance advices, trial balances, day books, audit trails, profit & loss account and balance sheet as requested.