



Sage One Accounting

Course Overview

This comprehensive training course is designed to equip you with the knowledge and skills on how to use and implement the Sage One Accounting package

Duration:	2 Days	Course Fee:	R (VAT inclusive)
Times:	08:30-16:00	Type:	Instructor Led (Classroom)

Prerequisite Courses (Recommended)

- Sage Pastel Bookkeeping Fundamentals

Course Outline (Objectives)

Day 1 to 2

Module 1

Lesson 1: Starting Sage One Accounting

- Sage One Accounting
- Accessing Sage One Accounting
- The online help and support documents
- The sign-up process for Sage One Accounting
- Logging in to the demo company
- Navigating within Sage One Accounting
- Logging into your company

Lesson 2: Maintain and Administer your Companies

- Maintaining your companies
- Create users and assign permissions
- Changing your password
- My Profile
- The overview of cycles in accounting

Lesson 3: Creating supplier master files

- Supplier master files
- Creating your suppliers
- Printing your supplier listing report

Lesson 4: Creating item master files

- Item master files
- Creating your items
- Printing your item listing report

Lesson 5: Creating customer master files

- Customer master files
- Creating your customers
- Printing your customer listing report

Lesson 6: Bank Accounts and Assets

- Other master files
- Creating your bank accounts
- Creating your assets

Lesson 7: Processing Supplier and Customer Documents

- The different transactions
- Changing your supplier and customer invoice numbering
- Processing supplier transactions
- Reports for supplier transactions
- Processing customer transactions
- Reports for customer transactions
- Editing documents

Lesson 8: Other Functionalities

- Quick views
- Other reports
- Customer statement run
- The different reports in Sage One Accounting
- Favourites
- Losing your work

Module 2

Lesson 1: Maintaining your information

- Maintaining your companies
- Maintain existing suppliers
- Maintain your items
- Maintain existing customers
- Maintain your bank or credit card accounts

Lesson 2: Create and Maintain System Accounts

- Creating your accounts
- Account reporting groups

Lesson 3: Opening Balances

- Adjust supplier opening balances
- Adjust item opening balances
- Adjust customer opening balances
- Company opening balances

Lesson 4: Banking

- Banking
- Importing your bank statements
- Processing your payments and receipts
- Reconcile banking transactions

Lesson 5: Adjustments and Accountants Area

- Supplier Adjustments
- Item Adjustments
- Customer Adjustments
- The accountant's duties
- The accountant's area
- The accountant's reports
- The trial balance export process
- Process journal entries

Lesson 6: VAT

- Setting up the company VAT periods
- VAT returns and reports
- Processing other VAT related transactions
- The VAT 201 calculation report

Lesson 7: Analysis Codes

- Analysis codes
- Processing with analysis codes
- Reporting with analysis codes

Lesson 8: Other Functionalities

- Importing and exporting data
- Budgets
- Compare reports with budgets
- Custom layout designer
- The different reports in Sage One Accounting

Contact Us

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