

## SAGE BUSINESS CLOUD ACCOUNTING – COURSE OUTLINE

### Starting Sage One Accounting

- Sage One Accounting
- The online help and supporting documentation
- The sign up process for Sage One Accounting
- Logging into your company
- Navigating within Sage One Accounting

### Maintain and administer your companies

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

### Create and maintain your supplier master files

- Supplier master files
- Creating your suppliers

### Create and maintain your item master files

- Item master files
- Creating your items

### Create and maintain your customer master files

- Customer master files
- Creating your customers

### Processing supplier and customer documents

- The different transactions
- Process supplier transactions
- Process customer transactions
- Processing with analysis codes
- Receiving and making payments

### Other Functionalities

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

### Maintaining your companies

- Maintaining your companies
- Setting up the company VAT periods
- Importing and exporting data

### Suppliers, Items and Customers

- Maintain existing suppliers
- Adjust supplier opening balances
- Maintaining your items
- Item adjustments
- Maintain existing customers
- Adjust customer opening balances
- Creating your sales reps

#### Create and maintain other master files

- Other master files
- Creating your accounts
- Adjust accounts opening balances
- Sales and purchase accounts
- Account reporting groups
- Create your bank accounts
- Maintaining your bank and credit card accounts
- Adjusting bank and credit card opening balances
- Creating your assets
- Creating analysis codes

#### Processing and editing documents

- Processing with analysis codes
- Editing documents

#### Processing banks and credit cards

- Process banks and credit cards
- Reconcile banks and credit card transactions
- Import and map bank statements
- Automatic bankfeeds
- Manage automatic bank feeds
- Budgets

#### The accountant's area

- The accountant's duties
- The accountant's area
- Processing journal entries
- VAT returns and reports
- Processing other VAT related transactions
- The accountant's reports

#### Other Functionalities

- The different reports in Sage One Accounting
- Compare reports to budgets
- The VAT 201 calculation report
- Opening balances