

# Sage Business Cloud Accounting Course Outline

## Lesson 1: Getting started with Sage Accounting

- A. The Sage Accounting product concept
- B. Accessing Sage Accounting
- C. Signing up for Sage Accounting
- D. Navigating within Sage Accounting

## Lesson 2: Maintain and administer your companies

- A. Editing your company details
- B. Create users and assign permissions
- C. Changing your password

## Lesson 3: Suppliers

- A. What is supplier masterfiles?
- B. Supplier categories
- C. Creating new supplier masterfiles
- D. Import supplier Masterfile data
- E. Additional functionalities on the lists screens
- F. Printing your supplier listing report
- G. Maintain existing suppliers

## Lesson 4: Items

- A. What is item masterfiles?
- B. Item categories
- C. Create new item masterfiles
- D. Import item Masterfile data
- E. Printing your item listing report
- F. Maintain your items
- G. Creating item bundles
- H. Item adjustments

## Lesson 5: Customers

- A. Customer Masterfile information
- B. Customer categories
- C. Sales reps
- D. Create customer masterfiles
- E. Import customer Masterfile data
- F. Printing the customer listing report
- G. Maintain existing customers

## **Lesson 6: Bank accounts and assets**

- A. Bank accounts
- B. Banking categories
- C. Create new bank or credit card accounts
- D. Assets

## **Lesson 7: System accounts**

- A. Introduction
- B. Create and maintain accounts
- C. System accounts
- D. Account reporting groups
- E. Item accounts

## **Lesson 8: Processing**

- A. The different transactions
- B. Processing a supplier purchase order
- C. Converting a purchase order into a supplier invoice
- D. Process a supplier invoice
- E. Process a supplier return
- F. Supplier payments
- G. Supplier allocations
- H. Supplier adjustments
- I. Processing a customer quote
- J. Converting a quote into a customer tax invoice
- K. Sales Order Overview
- L. Processing Sales Orders
- M. Converting a quote into a sales order
- N. Processing a customer tax invoice
- O. Processing item bundles
- P. Process a customer recurring invoice
- Q. Process a customer credit note
- R. Customer receipts
- S. Customer allocations
- T. Customer adjustments

## **Lesson 9: Banking**

- A. Banking
- B. Manually capturing your bank statement
- C. Importing bank statements
- D. Bank feeds

### **Lesson 10: Accountant's area**

- A. The accountant's area
- B. Process journal entries
- C. Processing recurring journals
- D. The accountant's reports
- E. Setting up the company VAT periods
- F. VAT returns and reports
- G. Processing other VAT related transactions
- H. The VAT201 calculation report
- I. The trial balance export process

### **Lesson 11: Other functionalities**

- A. Budgets
- B. Analysis codes
- C. Processing with analysis codes
- D. Company opening balances
- E. Favourites
- F. Exporting data

### **Lesson 12: Reports**

- A. Customer reports overview
- B. Customer statement run
- C. Supplier reports overview
- D. Financial statements