

TRAINING PROGRAM

SAGE 100c ACCOUNTING (LEVEL 1)

Duration: 21 hours (3 days)

WHO IS THIS TRAINING FOR?

Trainee profile:

- Accountants and assistant accountants

Prerequisites:

- Basic computer skills and good knowledge of accounting

LEARNING OBJECTIVES:

- Get familiar with the software
- Start, complete and customize an accounting file
- Manage general and auxiliary accounting for a small or medium-sized business (SMB/SME)

CONTENT (TRAINING PROGRESSION):

- **Creating an accounting file in Sage 100c Accounting**
 - o Accounting file options and preferences
 - o Transferring an accounting database from one file to another
- **Accounting database in Sage 100 Accounting**
 - o Management and configuration of journals
 - o Definition of VAT rates
- **Journal entries in Sage 100 Accounting**
 - o Data entry shortcuts and aids
 - o Transfers of entries from one journal to another
 - o Special functions for entries
 - o Search for entries
 - o Automatic reallocation of entries
- **Account consultation**

- **Account selection and consultation options**
 - o Account selection and consultation options
 - o Account reallocation modifications
 - o Manual and automatic reconciliation, and pre-reconciliation
 - o Reconciliation adjustment entries
- **Accounting reports**
 - o Printing of journal drafts and journals
 - o Printing of general ledger and trial balance
 - o Third-party statements
 - o Payment schedule
 - o VAT return reporting and setup
 - o Balance sheet and income statement reporting and setup
- **Manual bank reconciliation**
 - o Fiscal year management
 - o Opening a new fiscal year and carrying forward opening balances
 - o Working on multiple fiscal years
 - o Fiscal year closing
 - o Deletion and archiving of fiscal years
- **Data security**
 - o File backup

ORGANIZATION

-> **Instructor**

Educational and technical resources

- Participants are welcomed in a dedicated training room
- Training materials projected for participants
- Theoretical presentations
- Case studies
- In-class quizzes
- Online access to supporting documents after training

Monitoring and evaluation system for training outcomes

- Attendance sheets
- Oral or written questions (multiple-choice quizzes)
- Practical exercises
- Training evaluation forms