TRAINING PROGRAM

SAGE 100c ACCOUNTING (LEVEL 2)

Duration: 14 hours (2 days)

WHO IS THIS TRAINING FOR?

Trainee profile:
- Accountants, assistant accountants

Prerequisites:
- Familiarity with the Windows environment and practical experience with essential functions of computer-based accounting

LEARNING OBJECTIVES:
- Use the advanced functions of Sage 100c Accounting to leverage accounting data for declarations and analysis (training adapted to the version used)

CONTENT (TRAINING PROGRESSION):
- **Entry models and subscriptions**
  - o Creation, modification, deletion of entry models and their use in data entry
  - o Creation, modification, and deletion of subscriptions
  - o Subscription management

- **Single-rate VAT management on receipts**
  - o Entry requirements for receipts
  - o VAT declaration printing options for cash receipts

- **Analytical accounting**
  - o Configuration
  - o Implementation of analytical accounting
  - o Analytical plan
  - o Analytical data entry
  - o Analytical entries (journal entries)
  - o Analytical modifications
  - o Preparation and automation of analytical data entry
  - o Analytical reports

- **Budgets**
  - o Budgets for general and analytical axes
  - o Budget items
  - o Budget reports

- **Batch entry**
  - o Transparent management of batches
  - o Batch generation and assistant

- **Year-end processes**
  - o Creation of fiscal year N+1
  - o Generation of opening balances
  - o Journal closing
  - o Fiscal year closing
  - o Creation of prior fiscal year
  - o Accounting entry file

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