

TRAINING COURSE OUTLINE.



**(A) SAGE 50 ACCOUNTING TRAINING COURSE (FORMERLY PEACHTREE)**

1. INTRODUCTION & ADVANTAGES OF PEACHTREE

2. NEW COMPANY SET-UP & PROCEDURES

3: ACCOUNT RECEIVABLE

(i) Customer, statement & invoice defaults, (ii) Creation of customer ledgers, (iii) Customer beginning balance, (iv) Customer transactions, (v) Customer reports.

4: ACCOUNT PAYABLE

(i) Vendor defaults, (ii) Creation of vendors ledgers, (iii) Vendor beginning balances, (iv) Vendor transactions, (v) Vendor Reports.

5: GENERAL LEDGER

(i) General ledger default Information, (ii) Account ID & account types, (iii) Creation of account ledgers, (iv) Modify charts of account, (v) Account beginning balances, (vi) Budgets.

6: INVENTORY

(i) Inventory item defaults, (ii) Inventory fundamentals, (iii) Creation of stock items, (iv) Inventory beginning balances, (v) Inventory Reports.

7: PAYROLL

(i) Creation of employees, (ii) Creation of salary details, (iii) payment of salary.

**PRACTICALS**

**(B) SAGE 50 ACCOUNTING (GOODS DISTRIBUTION BUSINESS)**

1: ACCOUNT RECEIVABLE

(i) Review AR transactions, (ii) Credit memos & advance payment, (iii) Customer management, (v) Account Receivable reports (Evaluation & Option settings)

2: ACCOUNT PAYABLE

(i) Review AP transactions, (ii) Vendor credit memos & advance payment, (iii) Account payable reports (Evaluation & Option settings)

3: INVENTORY/SERVICES

(i) Items Classes (ii) Inventory Adjustment, (iii) Setting of inventory items balance (iv) Building assemblies item, (v) Inventory/service management, (vi) Inventory Reports

#### 4: GENERAL LEDGER

(i) Account grouping, (ii) General journal transactions, (iii) Account register (iv) Account reconciliation, (v) General ledger reports

#### 5: PAYROLL

(i) Payroll defaults, (ii) Payroll set-up wizard, (iii) Payment of salaries (with adjustment), (iv) Payroll reports (Evaluation option settings).

#### 6: TAXATION

(i) VAT settings & application, (ii) PAYE tax settings & application.

### **PRACTICALS: MANUFACTURING BUSINESS**

#### **(C) PEACHTREE ADVANCE TRAINING COURSE**

#### 1: JOB COSTING & PROJECT ACCOUNTING

(i) Job/Project set-up, (ii) Creation of Non-stock/project item, (iii) Job/Project transactions, (iv) Management of Cost centre, (v) Job/Project Report.

#### 2: COMPANY/ADMINISTRATOR REPORTS

(i) Audit Trail, (ii) Daily Register, (iii) Internal accounting review.

#### 3: SECURITY

(i) Creation of users & passwords, (ii) Assigning of access rights & special restrictions, (iii) Creation of customized role.

#### 4: SPECIAL PROCEDURES

(i) Closing a financial/fiscal year, (ii) Changing accounting period, (iii) customizing transaction templates, (iv) Back-up & Restore.

#### CHAPTER 5: CUSTOMIZATION

(i) Customization/Design of reports, (ii) Customization/Design of forms & documents. (iii) Customization of currency symbol

#### 6: GROUP ACCOUNTING

(i) Set-up of group & subsidiary companies, (ii) Consolidated Reports

#### 7. SAGE TO OTHER APPLICATION

(i) Sage 50 report to excel (ii) Sage 50 report to PDF  
(iii) Import and export data from excel to sage 50 and vice versa.