



SAGE 200C MONTHEND TRAINING

OBJECTIVE

Having completed this One Day course, you should be confident in closing the accounting periods for all modules, balancing the ledgers and running the correct system reports.

SKILLS

The course has been designed to cut out the jargon. Delegates can be completely new to Sage 200c and the concept of closing accounting periods, we start at the very beginning and work our way through the process step by step.

ATTENDESS

It doesn't matter if there is a mixture of skills in the team, the course goes at a suitable pace to suit all system users.

STRUCTURE

LOCATION

We will come to your offices, this way we can review your data and current processes and update your system and settings as maybe required.

CURRICULUM

ACCOUNTING SYSTEM MANAGER

Review system setup and understand the options

SALES LEDGER AND SALES ORDER PROCESSING CLOSE

Running reports

Balancing the ledger

PURCHASE LEDGER AND PURCHASE ORDER PROCESSING CLOSE

Running Reports

Balancing the ledger

STOCK CONTROL CLOSE

Stock valuation

CASH BOOK

Balancing the ledger

NOMINAL LEDGER

Prepayments and Accruals

Ledger checks

Financial statement layouts

Running reports

SYSTEM WIDE

Foreign currency revaluation

HOUSE KEEPING ROUTINES

Correcting transactions - Allocating transactions

Writing of small amounts - Clearing open orders



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