

ADVANCE TRAINING COURSE OUTLINE FOR SAGE 50, QUICKBOOKS AND TALLY

CLASS SESSION: 2 DAYS; SATURDAY AND SUNDAY

TRAINING FEES: N35,000 PER SOFTWARE

ONE-ON-ONE TRAINING: 2 WEEKDAYS

TRAINING FEES: N50,000 PER SOFTWARE,

OUTSIDE OUR OFFICE TRAINING WITHIN LAGOS MAINLAND

DURATION: 2 WEEKDAYS

TRAINING FEES: N75,000 PER SOFTWARE

- **GETTING STARTED WITH ACCOUNTING SOFTWARE**
 - Setting up of companies
 - Setting up of charts of accounts/ GL
 - Modification of charts of accounts

- **CUSTOMERS MANAGEMENT**
 - Customers Database
 - Debtors Management

- **INVENTORY MANAGEMENT**
 - Setting up Inventory Database ◦ Inventory classification ◦ Inventory Basic procedures ◦ Inventory costing ◦ Setting up Unit of Measurement ◦ Setting up Re-Order Level
- **SUPPLIERS MANAGEMENT**
 - Suppliers Database
 - Creditors management

- **SALES MANAGEMENT**
 - Sales orders
 - Quotations
 - Proposals
 - Receipts
 - Customer Deposit Management

- **PURCHASES MANAGEMENT**
 - Purchase Invoice
 - Purchase Orders
 - Receiving Purchases
 - Payment for purchases

- CASH MANAGEMENT
- Cash Sales
- Petty Cash
- Float
- Cash lodgments
- BANK/CHEQUE MANAGEMENT
- Receiving Cheques
- Paying Cheques
- Cheque Deposit
- Transfers
- Bank Charges and COT
- COSTS MANAGEMENT
- Operational costs
- Cost of production
- Administrative costs

- LIABILITIES MANAGEMENT
- Bank loans
- Loans from individuals
- Loans from other institutions
- Long Term Liabilities

- ASSETS MANAGEMENT
- Fixed Assets Records
- Acquisition
- Sales (disposal)
- Depreciation
- Current Assets Records

- TAXATION
- VAT
- Withholding Tax
- Company Income Tax

- PAYROLL MANAGEMENT
- Directors Salary
- Senior Staff Salary
- Junior Staff Salary
- Casual workers wages
- Basic, Allowance and Deductions
- PAYE • Pension

- CAPITAL/EQUITY

- Reserve
- Directors Current Account
- Drawings
- Reserve

- REPORT GENERATION

- Management Account Reports
- General Ledger Reports
- Cash Disbursement Reports
- Daily purchases Reports
- Creditors Report
- Purchase Order Report • Debtors Reports
- Cash Receipts Reports
- Items Sales
- Invoice Register Reports
- Item sold to Customers
- Proposal Reports
- Daily Sales Reports
- Inventory profitability Reports
- Inventory Status Reports
- Inventory Valuation Reports
- Bank Reports
- Petty Cash Reports
- Statements of Comparison
- Trial Balance
- Profit & Loss Account
- Balance Sheet • Cash Flow Statements
Payroll Report **ETC**