

# CONSULTANCY TRAINING FOR SAGE 50 AND QUICKBOOKS

**DURATION: 4 WEEKDAYS OR 4 SATURDAYS**

**TRAINING FEES SAGE 50: N100,000 ONLY IN OUR OFFICE.**

**TRAINING FEES QUICKBOOKS: N100,000 ONLY IN OUR OFFICE.**

- 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
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- CASH MANAGEMENT

- Cash Sales
- Petty Cash
- Float
- Cash lodgments

- BANK/CHEQUE MANAGEMENT

- Receiving Cheques
- Paying Cheques
- Cheque Deposit
- Transfers
- Bank Charges and COT
- POS

- 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

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- Casual workers wages
- Pensions
- PAYE
- CAPITAL/EQUITY
- Reserve
- Directors Current Account
- Drawings
- Reserve

## DISTRIBUTION COMPANY IMPLEMENTATION

### PURCHASES MANAGEMENT

- Purchase Invoice
- Purchase Orders
- Receiving Purchases • Payment for purchases

### SALES MANAGEMENT

- Sales orders
- Quotations
- Proposals
- Receipts
- Customer Deposit Management

- MANUFACTURING COMPANY IMPLEMENTATION

### INVENTORY MANAGEMENT

- Inventory Database
- Receiving and Issuing inventory
- BOM/Cost Matrix
- Stock Requisition
- RM
- FG

### PRODUCTION MANAGEMENT

- Production ledges
- Production requisition
- Build/manufacturing
- Assemblies

- CONSTRUCTION/CONTRACT/PROJECT COMPANY IMPLEMENTATION

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- Setting up project/jobs
- Job phases
- Job posting
- Estimates
- Job invoices
- Project tracking
- Project completion
- Pending project
- Completed project
- Project report
  
- DEPARTMENTAL ACCOUNTING
  
- REPORT GENERATION
- Management Account Reports General

#### 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
  - Installation of Software
  - Networking Accounting Software
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Posting of Opening Balances  
Extraction of information from Audited Statements and Management  
Reports

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