FUNDAMENTAL TRAINING COURSE OUTLINE FOR SAGE 50, QUICKBOOKSAND TALLY

CLASS SESSION: 2 DAYS; SATURDAY AND SUNDAY
TRAINING FEES: N30,000 PER SOFTWARE
ONE-ON-ONE TRAINING: 2 WEEKDAYS
TRAINING FEES: N50,000 PER SOFTWARE,
OUTSIDE OUR OFFICE TRAINING WITHIN LAGOS MAINLAND
TRAINING FEES: N60,000 PER SOFTWARE

- **Introduction of Double entry System of Accounting**
- Creation of Company
- Getting started to know Accounting Software
- Creation of Charts of Accounts/GL

- **Account Receivable**
- Setting up of Customers information
- Posting of Sales Orders
- Posting of Sales Invoice
- Posting of Cash/Cheque receipts

- **Account Payable**
- Setting up of Vendors ● Supplier's information
- Posting of Purchase Orders
- Posting of Purchase
- Receive Inventory
- Payment of Vendors

- **Inventory and Item set up**
- Setting up of inventory
- Inventory classification
- Inventory Basic procedures
- Inventory costing
- Setting up Unit of Measurement
- Setting up Re-Order Level

- **Posting of Transactions**

o Prepayment o
Cash sales o
Credit sales o
Petty cash
posting o
Receiving of
Bills o Paying of
Bills o Credit
Purchase •
General
Journal
Ledger

- Posting Cash Transfers
- Posting of Bank Tellers/Deposit
- Petty Cash Re-imbursement

- **Report Generation**
- Management Account Report
- General Ledger Report
- Account payable Report
- Account Receivable Report
- Inventory Report
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Cash Flow Statements