

ADVANCE TRAINING COURSE OUTLINE FOR SAGE 50, QUICKBOOKS AND TALLY

CLASS SESSION: 2 DAYS; SATURDAY AND SUNDAY

TRAINING FEES: N20,000 PER SOFTWARE

ONE-ON-ONE TRAINING: 2 WEEKDAYS

TRAINING FEES: N30,000 PER SOFTWARE,

OUTSIDE OUR OFFICE TRAINING WITHIN LAGOS MAINLAND

DURATION: 2 WEEKDAYS

TRAINING FEES: N60,000 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**