

CONSULTANCY TRAINING FOR SAGE 50 AND QUICKBOOKS

DURATION: 4 WEEKDAYS OR 4 SATURDAYS

TRAINING FEES: N60,000 PER SOFTWARE 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
- 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
- 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

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