

# FUNDAMENTAL 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**

**TRAINING FEES: N50,000 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**
- Prepayment
- Cash sales
- Credit sales

- Petty cash posting
- Receiving of Bills
- Paying of Bills
- Credit Purchase
- **General Journal Ledger**
- Posting Cash Transfers
- Posting of Bank Tellers/Deposit
- Petty Cash Re-imbusement

- **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