

Sage 50 Accounts for Charities



Our 2 day Sage 50 Accounts for Charities course is suitable for complete beginners to Sage Accounts.

PREREQUISITES

A working knowledge of Windows is required, or our Introduction to MS Windows course. No experience of SAGE Accounts is required.

COURSE CONTENT

DAY 1 - SAGE 50 ACCOUNTS - INTRO

STARTING SAGE

- What does Sage Line 50 Offer for Charities

INTRODUCTION TO SAGE

- Tour of the Screen
- Title Bar
- Menu Bar
- Navigator Bar
- Modules Bar
- Control Menu
- Status Bar
- View Selector
- Company Preferences
- Entering Company Details
- Company Defaults
- Financial Year
- Passwords & Access Rights
- Enabling Charities
- Establishing your Chart of Accounts
- Recording Opening Balances
- Setting up Fund Records
- Setting up Nominal Account Records

CUSTOMERS

- Setting up Donor (Customer) Records
- Record Customer Details
- Customer Defaults
- Batch Updates

SUPPLIERS

- Create Supplier Accounts
- Supplier's Opening Balances



BACKUP

- Back Up Strategies
- To Back Up your Data
- Recording Transactions
- Transferring Funds
- Recording a Donation
- Record a Donation

INVOICING

- Batched Invoice Entry
- Enter an Invoice via Customers

CREDIT NOTES

- Batch Credit Notes

STATEMENTS

CUSTOMER BALANCES

- Viewing Customer Balances
- Printing Aged Analysis Report

SUPPLIER INVOICES

BANK

- Recording Customer Receipts
- Discounts
- Cheque paid against various Invoices
- Allocate Credits against Accounts
- Enter Supplier Payments
- Record Bank Payments
- Expenses

BANK TRANSFER

- Reconcile Bank Statement





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DAY 2 - SAGE 50 ACCOUNTS – INTRO

COMPANY

JOURNAL ENTRIES

- To make a Journal entry

PREPAYMENTS

- To Add a Nominal Ledger Prepayment

ACCRUALS

- To set up a Nominal Ledger Accrual

BANK

RECURRING ENTRIES

- Entering Recurring Entries
- Supplier Order Processing
- Creating a Purchase Order
- Place the Order On-Order
- Taking Delivery of an Order
- Completing the Purchase Order
- Creating Purchase Invoices from your Purchase Orders

ACCOUNT BUDGETS

- Enter Budgets 38
- Budget Report 39
- To Run a Budget Report
- Customer Reports
- To Run a Customer Report
- Print the Report
- Preview the Report
- Print Report to File
- Reporting for Charities
- Change Headings on SORP Reports
- Customer Letters
- To Print Customer Letters
- Customer Labels
- To Print Customer Labels

MONTH END

- The Month End Procedure
- Month End Postings
- Prepayments
- Accruals
- Depreciation
- Audit Trail
- Customer and Supplier Records
- To Prepare for Your Month End
- Running the Month End
- To Complete Your Month End
- Year-End Procedure
- To Prepare for your Year-End
- To Run the Year-End
- To Prepare For Your New Financial Year
- Year End Postings
- Clearing The Audit Trail
- To Clear the Audit Trail
- Service Invoices

REFUNDS

- Refund Customer/Supplier Invoice
- Returned Cheques
- Cancelled Sales Receipts Postings
- Write-Off Transaction
- Postings Made on Writing off a Transaction
- Write Off Account



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