



## Sage Computerised Accounts & Payroll

### About this course

Finance touches the heart of every business sector and every organisations success. This course covers all aspects of setting up a computerised accounting system using SAGE a leading computerised accounting application software for small to medium enterprises. Participants will also learn how to maintain proper accounting records and extract reports. The payroll course will introduce participants to the leading payroll software and learn how to process pay and deductions.

**Duration:** 5 days

### Learning outcomes

Upon completion of this course participants will be able to:

- Setup computerised accounting software
- Set up computerised payroll software
- Understand payroll deductions, tax bands and personal tax rates/credits
- Set up customers and suppliers
- Prepare VAT returns
- Process and Prepare books of first entry
- Produce Financial Statements
- Extract reports

### Who should attend

This course is intended for those who have an interest in working in a book-keeping and payroll role or who currently work in these roles but have never had formal training.

It is assumed that participants are computer literate.

A pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

### Course syllabus

#### Module 1: Bookkeeping overview

- Understand how sage works
- Setting up a new business and access rights
- Setting up customers, suppliers and bank records
- Create tax records and nominal codes
- Create opening balances
- Create chart of accounts

#### Module 2: Invoices, payments and journals

- Posting customer Invoices/Credit Notes
- Posting supplier Invoices/Credit Notes
- Posting and allocating receipts & payments
- Using the bank module
- Error correction
- Refunds
- Journals

#### Module 3: Reporting

- Prepare a bank reconciliation statements
- Prepare a VAT return
- Produce a Trial Balance
- Produce a Profit and Loss
- Produce a Balance sheet
- Explanation and Interpretation of Financial statements
- Produce Budget & Variance reports

#### Module 4: Year End Procedures

- Understanding the Year End Process
- Back-ups
- Carrying out the Year end procedure
- Clear Audit Trail

#### Module 5: Payroll

- Setting up company/employee information – personal information, payments, tax credits, deductions etc
- Payroll processing and reports
- Employees Leaving
- Errors and back pay
- Data Security and Backup