

# Sage Business Cloud Accounting course

## Course Overview:

This comprehensive training course covers the setup and in-depth processing within Sage Business Cloud Accounting

## Certification & assessment:

The assessment forms part of the course and has to be written 6 months from the commencement date of your course.

All Sage assessments are online.

Sage will issue an Electronic Certificate of Competence to delegates who successfully achieve a minimum of 75% for the assessment associated with this course.



This course duration is approximately (2 days)



The following course options are available:

- Self study
- Virtual Classroom
- Classroom



A stable internet connection is required to access the virtual classroom and exam.

## Course outline:

### Starting Sage Business Cloud Accounting

- The online help and supporting documentation
- The sign up process for Sage Business Cloud Accounting
- Logging into your company
- Navigating within Sage Business Cloud Accounting

### Maintain and administer your companies

- Maintaining your companies
- Creating users and assign permissions
- The overview of cycles in accounting
- Changing your password
- My profile

### Create and maintain your supplier master files

- Supplier master files
- Creating your suppliers

### Create and maintain your item master files

- Item master files
- Creating your items

### Create and maintain your customer master files

- Customer master files
- Creating your customers



## Processing supplier and customer documents

- The different transactions
- Process supplier transactions
- Process customer transactions
- Processing with analysis codes
- Receiving and making payments

## Other functionalities

- Quick views
- Generate reports
- Customer statement run
- The different reports in Sage Business Cloud Accounting
- Favourites
- Losing your work

## Maintaining your companies

- Maintaining your companies
- Setting up the company VAT periods
- Importing and exporting data

## Suppliers, Items and Customers

- Maintain existing suppliers
- Adjust supplier opening balances
- Maintaining your items
- Item adjustments
- Maintain existing customers
- Adjust customer opening balances
- Creating your sales reps



### Create and maintain other master files

- Other master files
- Creating your accounts
- Adjust accounts opening balances
- Sales and purchase accounts
- Account reporting groups
- Create your bank accounts
- Maintaining your bank and credit card accounts
- Adjust bank and credit card opening balances
- Creating your assets
- Creating analysis codes

### Processing and editing documents

- Processing with analysis codes
- Editing documents

### Processing banks and credit cards

- Process bank and credit cards
- Reconcile bank and credit cards transactions
- Import and map bank statements
- Automatic bank feeds
- Manage automatic bank feeds
- Budgets



### The Accountant's area

- The Accountant's duties
- The Accountant's area
- Processing journal entries
- VAT return and reports
- Processing other VAT related transactions
- The Accountant's reports

### Other functionalities

- The different reports in Sage Business Cloud Accounting
- Compare reports to budgets
- The VAT201 calculation report
- Opening balances

