gpa solutions
accounts training and payroll outsourcing

SAGE/QuickBooks/Big Red Book Computerised Accounts

Aim: This one day course provides participants with an overview of **SAGE 50/ Quickbooks/ Big Red Book** with a view to maintaining Debtors & Creditors Ledgers, preparing accounts, Bank Reconciliations and preparing VAT returns.
This course is ideal for learners who would like an introduction to computerised accounts and also for those who are currently working with **SAGE 50/Quickbooks/Big Red Book** and wou to build upon their existing accounting skills.

Course content:

- Set up Supplier & Customer accounts.
- Record supplier invoices & payments.
- Create remittance advice.
- Set up Products/Items and Services.
- Generate Sales Invoices - using computerised system.
- Record & allocate customers receipts.
- Prepare Aged Creditors & Debtors reports.
- Prepare Customers statements.
- Recording payments & receipts to Bank, Petty Cash and Credit card Accounts.
- Complete computerised bank reconciliation.
- Overview of the Nominal Ledger.
- Prepare & File Vat reports with ROS.
- Prepare & understand Profit & Loss account & Balance Sheet.
- Year-end procedures.
- Backup and Restore Data.

For more information or to register contact 091 562838

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