

Sage Bookkeeping Stage 1



e-Learning 4hrs Course

12wk licence

CD Rom



AWARDED FIRST PRIZE
Class Descriptive

What do I learn?

This course facilitates your understanding of manual bookkeeping. You will learn the theory of double-entry and put this into practise. To view these principles within a computerised set of books, you will then use a simulated version of Sage Accounts.

By the end of this course you will:

- Understand the basic principles of double-entry bookkeeping in a manual set of books and apply these within a computerised accounts system
- Learn how to use the PEARLS rule to work out debits from credits
- Understand the bank entries in your books alongside the equivalent entries in your bank statement
- Learn how your business transactions are used to build the trial balance, profit and loss and balance sheet reports
- Become familiar with the impact of posting customer and supplier transactions
- Be aware of how VAT impacts your entries and the accounts in your books
- Understand how the manual double-entry bookkeeping you practised is applied in your computerised version of Sage Accounts
- Gauge your understanding of the basics of bookkeeping by taking the quizzes and the final course test

What's next?

Build on your knowledge of double-entry bookkeeping by learning the Bookkeeping Stage 2 course. This is also available online or via a CD ROM.

Distributor