

# Sage Bookkeeping Stage 2



## e-Learning 5hrs Course

12wk licence

CD Rom



## What do I learn?

This course builds on your knowledge of double-entry bookkeeping. You will understand the impact of transactions in your books and view these in a computerised accounts system. You will also learn how to maintain accurate bookkeeping records and extract the information you need to run your business.

## By the end of this course you will:

- Review the basics of double-entry bookkeeping
- Learn the principles of accruals and prepayments together with the transactions that need to be entered for these
- Understand key methods of fixed asset depreciation and how this is recorded in a manual set of books
- Become familiar with purpose of the bank reconciliation and how you should match your business transactions with your bank statement
- Be able to account for bad debts and write offs
- Learn how to apply common business performance measures
- Understand how the manual double-entry bookkeeping you practised is applied in your computerised version of Sage Accounts
- Gauge your understanding of the bookkeeping principles by taking the session quizzes and the final course test

## What's next?

Apply your new bookkeeping skills to your version of Sage 50 Accounts or Sage Instant Accounts by learning the Sage 50 Accounts or the Sage Instant Accounts courses. These are available as Self study courses (workbooks), online or via a CD ROM and via classroom training.

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Distributor