



<b>Session 1 - Setup</b>	
Setup	Single-user Installation Setup company details Setup company, customer, supplier, product defaults and VAT Access Rights and passwords Backing up (and restoring) your data
Nominal	Tailoring your nominal ledger
<b>Session 2 - Ledgers</b>	
Customers	New customers & record screen Batch entry of invoices and credit notes Disputes Producing Customer statements and debt chasing letters Write Offs and adjustments Reports - Aged debtors, invoice day books, etc
Suppliers	New suppliers & record screen Batch entry of invoices and credit notes Disputes Write Offs and adjustments Reports - Aged creditors, invoice day books, etc
<b>Session 3 - Order processing</b>	
Products	New products & record screen Price Lists Adjustments In/Out and Stock Take option Returns
SOP	Entering a new order Sales order routine - Allocate stock - Despatch Notes - creating Sales Invoice Checking for Stock shortfalls
POP	Entering a new order Purchase order routine - On Order - received Delivery and updating stock - GRN's - updating purchase ledger

<b>Session 4 - Invoicing</b>	
Invoicing	Invoicing from stock Free text invoices Credit notes Quotes and profroma's Printing Updating ledgers Setting up templates/profit report Reports
Various	Reports
<b>Session 5 - Bank accounts</b>	
Bank	Setting up a new bank account Payments to suppliers Receipts from customers Other payments and receipts Batch payments and cheque printing Transfer between accounts Petty cash Standing Orders and Direct Debits Bank Reconciliation Reports
<b>Session 6 - Period end</b>	
Nominal	Entering journals ( and reversing them !) Prepayments and accruals Setting up and checking your Chart of Accounts
Financials	Searching for transactions Management reports - Trial Balance, P&L, Balance sheet Budgets VAT - producing, checking and reconciling your VAT return Sage MIS and reports
Finally	Period end Backing up (and restoring) your data Corrections Where to get help