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Course Guide

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Basic Accounting

- What is accounting?
- Why Business needs Professional Accountant?
- The principles of Bookkeeping
- Fundamental concepts of Accounting

Chart of Accounts

- Level of Accounts
- Accounting Codes

Sage® GUI

- The startup wizard
- Chart of Accounts
- Opening Balances

Documents

- Customer / Supplier – Invoices/Bills
- Goods Receipt Note
- Estimates
- Delivery Note
- Bank Statement
- Supplier Statement
- Sales Order Processing
- Purchase Order Processing

Reports

- Supplier
- Customer
- Customization
- Jobs
- Financial Information
- Quick Reports
- Tax Reports

Stock Management

- Bill of Materials
- Inventory Record
- Stock Valuation Reports

Financial Tools

- Closing Periods
- Workflow of an Organization
- Job Costing

www.ict-trainings.com/curriculum/sage-leaflet.pdf