accounting Concepts

Providing cutting edge business intelligence for tomorrows leaders

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Introductory / Advanced Sage Needs Analysis

		Current Proficiency				Req Trng		Relevancy to Job			
		Good	Ave	Poor				Very Rel	Quite Rel	Not Rel	Not Sure
Setting up the accounts structure											
1	Initial set up of preferences (year end date/vat/new coy)	☐	☐	☐		☐		☐	☐	☐	☐
2	Creating new nominal codes	☐	☐	☐		☐		☐	☐	☐	☐
3	Editing existing nominal codes	☐	☐	☐		☐		☐	☐	☐	☐
4	Editing Charts of Accounts (P&L and Balance Sheet)	☐	☐	☐		☐		☐	☐	☐	☐
5	Editing/set up of bank accounts(also foreign etc)	☐	☐	☐		☐		☐	☐	☐	☐
6	Set up of foreign Trader option (V9 FC only)	☐	☐	☐		☐		☐	☐	☐	☐
Sales Ledger											
1	Set up of new customer accounts(plus defaults)	☐	☐	☐		☐		☐	☐	☐	☐
2	Automatic invoicing (product/service)	☐	☐	☐		☐		☐	☐	☐	☐
3	Entering invoices(via batch) ie invs produced off line	☐	☐	☐		☐		☐	☐	☐	☐
4	Allocating receipts to invoices(receipts on account)	☐	☐	☐		☐		☐	☐	☐	☐
5	Reports produced (sales day book /invoice lay outs)	☐	☐	☐		☐		☐	☐	☐	☐
6	Producing statements(or activity reports)	☐	☐	☐		☐		☐	☐	☐	☐
7	Debt control (aged debtots reports)	☐	☐	☐		☐		☐	☐	☐	☐
8	Amendments and cancelled cheques	☐	☐	☐		☐		☐	☐	☐	☐
9	Contars	☐	☐	☐		☐		☐	☐	☐	☐
10	Exchange rates foreign trader option	☐	☐	☐		☐		☐	☐	☐	☐
PurchaseLedger											
1	Set up of new supplier accounts(plus defaults)	☐	☐	☐		☐		☐	☐	☐	☐
2	Entering invoices (via batch)	☐	☐	☐		☐		☐	☐	☐	☐
3	Allocating payments to invoices (payments on account)	☐	☐	☐		☐		☐	☐	☐	☐
4	Reports produced (purchase day book /activity reports)	☐	☐	☐		☐		☐	☐	☐	☐
5	Debt control (saged creditors reports)	☐	☐	☐		☐		☐	☐	☐	☐
6	Amendments and cancellation of cheques)	☐	☐	☐		☐		☐	☐	☐	☐
7	Contras	☐	☐	☐		☐		☐	☐	☐	☐
8	Exchange rates foreign trader option	☐	☐	☐		☐		☐	☐	☐	☐
Bank Acounts											
1	Reconciliations(receipts+payments o/s)	☐	☐	☐		☐		☐	☐	☐	☐
2	Transferes	☐	☐	☐		☐		☐	☐	☐	☐
3	Producing Bank statements	☐	☐	☐		☐		☐	☐	☐	☐
4	Correcting errors etc	☐	☐	☐		☐		☐	☐	☐	☐
Nominal Ledger											
1	Journal entries(templates etc)	☐	☐	☐		☐		☐	☐	☐	☐
2	nominal reports (activity etc)	☐	☐	☐		☐		☐	☐	☐	☐
3	Producing a Trial Balance(period etc)	☐	☐	☐		☐		☐	☐	☐	☐
4	Profit and Loss account and Balance Sheet	☐	☐	☐		☐		☐	☐	☐	☐
5	Budget control	☐	☐	☐		☐		☐	☐	☐	☐
Vat Returns											
1	Producing vat return (correct periods/transactions)	☐	☐	☐		☐		☐	☐	☐	☐
2	Journals required(to zeroise nominal codes)	☐	☐	☐		☐		☐	☐	☐	☐
3	Setting of reconciliation flag	☐	☐	☐		☐		☐	☐	☐	☐
Stock control (sop/ pop etc)		☐	☐	☐		☐		☐	☐	☐	☐
Invoicing		☐	☐	☐		☐		☐	☐	☐	☐
	Invoicing from stock	☐	☐	☐		☐		☐	☐	☐	☐
	set up of product categories	☐	☐	☐		☐		☐	☐	☐	☐
Assets											
	Creating and Using a Fixed Asset Register	☐	☐	☐		☐		☐	☐	☐	☐
Creating special reports											
	Using Reports	☐	☐	☐		☐		☐	☐	☐	☐
	Modifying and creating report layouts	☐	☐	☐		☐		☐	☐	☐	☐
	Reminder letters	☐	☐	☐		☐		☐	☐	☐	☐
Utilities											
	Backup procedures (c drive /a drive)	☐	☐	☐		☐		☐	☐	☐	☐
	End of period procedures	☐	☐	☐		☐		☐	☐	☐	☐
	Year end procedures	☐	☐	☐		☐		☐	☐	☐	☐
	Making data corrections	☐	☐	☐		☐		☐	☐	☐	☐
	Consolidating companies	☐	☐	☐		☐		☐	☐	☐	☐
	Exporting data (to Excel) and the ODBC driver	☐	☐	☐		☐		☐	☐	☐	☐
	Understand the Directory and File structure of Sage	☐	☐	☐		☐		☐	☐	☐	☐