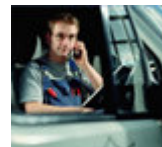




Authorised Sage  
Training Centre



# INTRODUCTION TO SAGE ACCOUNTS

## Introduction to Sage Windows

Keystrokes  
Function Keys  
Tour of the Screen

## Setting Defaults

Company Preferences  
Labels  
Parameters  
Customer Defaults  
Statements Aging  
Discounts  
Supplier Defaults  
Financial Year  
Change Program Date  
Tax Codes  
Recommended Tax Codes  
Departments

## Nominal Records

Creating Nominal Records  
Editing Nominal Records

## Customer Records

Details  
Defaults  
Sales  
Graphs  
Activity  
Memo

## Opening Balances

Using the Standard VAT Scheme  
Using the VAT Cash Accounting  
Opening Balance Procedure

## Supplier Records

Details  
Defaults  
Sales  
Graphs  
Activity  
Memo

## Batch Invoices & Credits

Entering Batch Invoices for  
customers & suppliers  
Entering Credit notes for  
customers & suppliers

## Payments

Customer Payments  
Supplier Payments  
Notes on Posting Schemes  
Transaction Types

## Bank Reconciliation

Bank Statement report

## VAT Reconciliation

Reconciling  
Printing  
Closing

## Error Correction & Backup

Mistakes in saved transactions  
Report problems  
Backups

137 York Road, Belfast BT15 3GZ

Tel: +44 ( 028 ) 9058 9800 Fax: +44 ( 028 ) 9066 4218

Email: [sales@theopusgroup.co.uk](mailto:sales@theopusgroup.co.uk) Website: [www.theopusgroup.co.uk](http://www.theopusgroup.co.uk)