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Bookkeeping – Manual & Computerised (SAGE) FETAC Level 5

Overview

The course is designed to develop the participants understanding of financial reports and their use in a practical business environment. Learners will be able to set up new customers and suppliers, create and enter invoices, enter and create credit notes using the SAGE Line 50 accounts package. In addition to this the course will provide the knowledge to be able to create and prepare reports such as sales figures, aged debtors, aged creditors, bank transactions, to help you report on exactly how your business is doing and also to help complete Credit Control procedures in house.

On completion of the course, the participant will be able to complete accounts to trial balance stage both manually and on a Sage Line 50 accounts system, a widely used and popular accounts programme.

Benefits:

- Acquire the necessary skills and knowledge of bookkeeping principles which apply to manual and computerised systems
- To able to complete a bank and control account reconciliations from given data
- Analyse financial data from a selection of reports
- Demonstrate how to record adjustments, accruals and prepayments and depreciation
- Be able to detect and emend errors in the record keeping processes
- This component award will link into an elective module for the full award for FETAC 5 Certificate in Business Studies/ Business Administration. This award can access entry into third Level Qualifications.

Course Content:

- Extract data from relevant source documents in order to complete appropriate books of prime entry, using manual and computerised systems
- Set up customers, suppliers, products and any other variables as necessary on the computerised bookkeeping system
- Calculate VAT using appropriate rates
- Enter opening balances in appropriate books and accounts
- Set up and post nominal recurring transactions on a computerised bookkeeping system
- Enter an organisations budget figures
- Illustrate differences between a bank statement and own records and update own re ords with data extracted from bank statement
- Produce a range of reports from ledgers and other sources
- Analyse performance based on identified criteria
- Identify and correct errors

Accreditation

Upon successful completion participants will receive a FETAC Level 5 Certificate in Manual and Computerised Accounts - B20137

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail

info@midasgroup.ie or book online