

# ***Sage Business Cloud Accounting Course***

## **Stage 1:**

- Navigation
- Essential settings
- Nominal bank and control accounts
- Chart of accounts
- Departments
- Customer and supplier records
- Opening balances overview
- Customer and supplier opening balances
- Nominal opening balances

## **Stage 2**

- Supplier invoices and credit notes
- Paying suppliers and credit notes
- Customer basic invoicing
- Customer receipts and refunds
- Contra entries
- Journal entries
- The Bank accounts module
- Recurring items
- Checking transactions

## **Stage 3**

- Credit control management
- Cash flow forecast
- Financial reports
- Departments and budgets
- Microsoft Excel integration
- Bank reconciliation
- Fixed assets and depreciation
- Prepayments and accruals
- VAT Return