

Sage Business Cloud Accounting

Course Outline

Lesson 1: Getting Started

Introduction
Getting to Know your Tabs

Lesson 2: Settings

Invoice & Business Preference Settings
Logo & Document Template
Invoice Form Settings
Financial Settings
Fiscal Year
Chart of Accounts
Sales Tax Settings
Connect Settings
Customize Accounting
Opening Balances Settings

Lesson 3: Lists

Chart of Accounts
Add, Edit or Delete an Account
Bank/Credit Card/Loan Accounts
Products & Services
Adding Service Items
Adding Products
Creating a Contacts List
Importing Contacts
Creating and Editing Contacts
Deleting Contacts

Lesson 4: Recording Income

Creating an Invoice
Recording an Invoice Payment
Other Income Transactions
Recording a Refund
Making Deposits
Transferring Funds

Lesson 5: Recording Expenses

Creating a Bill
Paying Bills
Vendor Credit Notes
Using a Vendor Credit
Credit/Debit Card Expenses

Lesson 6: Account Reconciliations

Reconciliations

Lesson 7: Sales Tax

Filing GST
Recording a GST Payment
Recording a GST Refund

Lesson 8: Reports

Sage Business Cloud Accounting Reports