



## ACCOUNTANT VALUE TOOLKIT TRAINING

QuickBooks, SAGE & SAP Business One

### TARGET AUDIENCE & PURPOSE

The Accountant value tool kit is an accounting certificate programme for young business graduates whose passion is to become leaders in today's business world.

The programme is packaged to create maximum productivity at work place. It will enhance the attendees ability to understand and utilize most basic business solution.

### Objectives

Accountant Value ToolKits will help business graduates to understand and visualize the entire accounting process of a typical company using tools such as QuickBooks, Sage Pastel and SAP Business One ERP

### Course Content

At the end of this course participants would be able to understand the following:

- \* Overview of chart of account and accounting system
- \* Sales circle and account receivable
- \* Purchase circle and account payable
- \* Inventory Management
- \* Payroll Circle and Payee Tax
- \* Filings and Returns Procedures

### Training Tools

- \* QuickBooks,
- \* Sage Pastel
- \* SAP Business One ERP

### QUICKBOOKS:

#### \* System Overview

Set-up new company, Chart of Account, suppliers, customers, banks, employees & VAT, Opening Balances (Owners' Equity, Assets, Receivables, Payables and Banks Balances)

#### \* Sales

Recording Sales Order, Create estimates & Issue invoices, Issuing Sales Receipt and Trade Debtors.

#### \* Purchase

Purchase Order, Goods Receipt with Bill and Trade Creditors.

#### \* Inventory

Inventory set-up and price, Stock Part and Material Assembly and stock level adjustments.

#### \* Payment

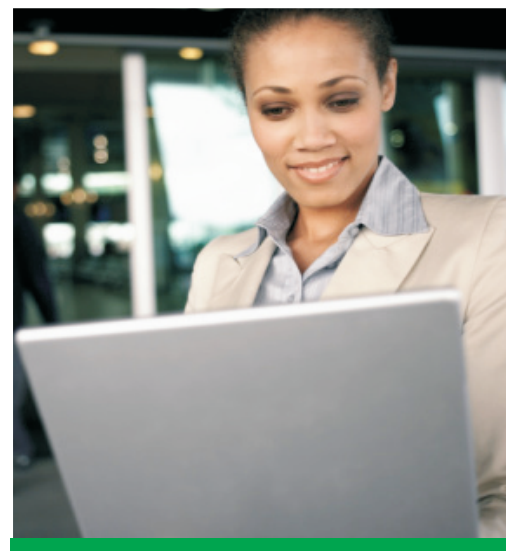
Pay Bill, Writing a Cheque & Recording Business expenses.

#### \* Banking

Receiving Payments & Recording Bank Deposit and Reconciling bank Statements

#### \* General Journal Entries

\* Creating Journal Entries and Journal Adjustments, Postings and Corrections



#### \* Fixed Asset

\* Fixed Asset Purchases and Depreciation

#### \* Financial report

Trial Balance, Profit & Loss, Balance Sheet & Cash Flow Statements, Account receivables and payable report, Inventory Report and Budget.

### SAGE LINE 50

\* Set-up a new company, Chart of Account suppliers, customers, banks, employees & VAT, Opening Balances (Owners' Equity, Assets, Receivables, Payables and Banks Balances)

#### \* Sales

Recording Sales Order, Create estimates & Issue invoices, Issuing Sales Receipt





### \* Purchase

Purchase Order, Goods Receipt with Bill

### \* Inventory

Inventory set-up and price, Stock Part and Material Assembly and stock level adjustments.

### \* Payment

Pay Bill, Writing a Cheque & Recording Business expenses.

### \* Banking

Receiving Payments & Recording Bank Deposit and Reconciling bank Statements

### \* General Journal Entries

\* Creating Journal Entries and Journal Adjustments, Postings and Corrections

### \* Fixed Asset

\* Fixed Asset Purchases and Depreciation  
\* General Journal  
\* Adjustments, Postings and Corrections

### \* Financial report

Trial Balance, Profit & Loss, Balance Sheet & Cash Flow Statements, Account receivables and payable report, Inventory Report and Budget.

## SAP ERP BUSINESS ONE

SAP Business One Course Outline:

### Systems Overview:

Maintain Business Partners, Payment Terms, Activity, Items, Business Partner Reports

### \* Procurement

#### Process/Accounts Payable

Purchase Quotation, Purchase Order, Goods Receipt PO, Goods Returns, A/P Down, Payment Invoice, A/P Invoice, A/P Credit Note, Purchasing Reports.

### \* Sales

Sales Quotation, Sales Order, Invoice, Return, A/R Down, Sales Report.

### \* Inventory Transactions

Item Master Data, Opening Stocks, Goods Receipt, Goods Issue, Inventory Transfer

Inventory Reports  
\* Banking  
\* Incoming payments  
\* Outgoing payments

### \* Financials

Chart of Accounts, Projects, Dimensions & Cost Centres, Fixed Assets, Journal Voucher, Journal Entry, Recurring Postings, Reverse Transactions, Financial Reports

### \* Payroll

Employee Master Data, Wage items definition, Tax Table Setup  
Payroll Run, Payroll process, Report

## COURSE INFORMATION

**Date:** 25th - 30th August 2014

**Venue:** 21, Folawewo Street,  
Off Allen Avenue, Ikeja, Lagos

**Course Fee:** ₦68,500.00  
(Training Material, Certificate, Tea Break & Lunch)

**Duration:** 6 Days **Time:** 9am - 4:00pm

All participants must come with a PC.

**Registration Ends on  
18th, August 2014**

## PAYMENT DETAILS

Pay into the Bank Account  
**Bank Name:** Diamond Bank Plc  
**Account Name:**  
Magnet Consulting Associates Limited  
**Account Number:** 0030218315

Send your payment details:  
Full Name & Phone Number  
to any of the emails below:

For Enquiries and registration,  
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