

Dates
Abuja
Lagos
Offa
Kaduna

Course Ref
EE/ASP/01

Duration
2 Days

Fee
NGN 55, 000

PEACHTREE ACCOUNTING SOFTWARE

Abuja (Head Office)
Bratim Training Nigeria
Sanusi Dantata House
Cadastral Zone AO
Central Business
District, Abuja Nigeria.
Tel: +234 (0) 9
2732187, 2730646

Kaduna
Old Cultural
Building, Nagwamatse
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Ahmadu Bello Way.
Phone: 08030408384

Lagos
29/32 African Church
Street,
Jungle Bus-stop,
Off College Road,
Ogba-Ifako.
Phone: +234 (0)1
4380620, 4720893

Offa
40 Olafa way, Offa.
Kwara State.
Phone: 08027653515,
08030408384

This Peachtree training course is designed to introduce you to computerized accounting using Peachtree. It is primarily for those would like to understand more about the day-to-day inputting of their accounts on computer.

LEARNING OBJECTIVES

This popular accounting software enables you to:

- Keep track of your company accounts
- Easily produce required documentation and monthly reports.

The knowledge gained from more detailed information about your business transactions allows you to time your business decisions effectively as well as to map it's profitability and progress.

COURSE CONTENT

General Ledger

- Default Information
- Account IDs & Department Masking
- Review Account Types
- Modifying Chart of Accounts
- Account Beginning Balances
- Budgets

Accounts Payable

- Vendor Defaults
- Review Adding Vendors
- Vendor Beginning Balances

Inventory

- Inventory Item Defaults
- Review Inventory Accounting
- Review Adding Items
- Inventory Beginning Balances

Accounts Receivable

- Customer Defaults
- Statement & Invoice Defaults
- Review Sales Tax Setup
- Review Adding Customers
- Customer Beginning Balances

Payroll

- Payroll Setup Wizard
- Employee Defaults Setup Wizard
- Adding Employees
- Employee Beginning Balances
- Payroll Tax Table Overview
- Employee Listing

Balancing the Trial Balance - Month End

- Accounts Receivable, Accounts Payable
- Payroll and Inventory

Sample Schedule

- 🕒 **Morning Session I**
The first session of the day lasts two and half hours
- 🕒 **Tea Break**
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**
The third and final session lasts two hours
- 🕒 **Group Activity**
Participants interact in different group tasks



www.bratim.com
info@bratim.com



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SAGE LINE 50 TRAINING

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08030408384

This Sage training course is designed to introduce you to computerized accounting in Sage. It is primarily for those with little knowledge of Sage who would like to understand more about the day-to-day inputting of their accounts on computer.

LEARNING OBJECTIVES

This popular accounting software enables you to

- Keep track of your company accounts
- Easily produce required documentation and monthly reports.

The knowledge gained from more detailed information about your business transactions allows you to time your business decisions effectively as well as to map its profitability and progress.

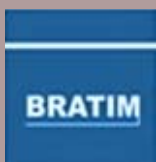
- Prepayments and accruals
- Purchase orders
- Processing purchase orders
- Product records & PO's
- BOMs and product transfers
- Sales orders
- Currency rates and the euro
- Entering Euro batch invoices
- Receiving payments in Euros
- Paying foreign currency invoices
- Contra entries
- Credit control
- Using the search option
- Statements and accounts letters
- Late payment legislation
- Writing off bad debts
- Changing posted records
- The Sage Task Master
- Paying bills using the Task Master
- The startup wizard

COURSE CONTENT

- Program basics
- Getting started
- Account names and numbers
- Bank receipts
- Bank payments
- Financial
- Customers
- Suppliers
- Service invoices
- Product
- Stock control
- Product invoices
- Product credit notes
- Reviewing your accounts
- Sending statements
- Customer receipts
- Customer activity
- Purchase invoices
- Supplier payments
- Nominal ledger
- More about bank accounts
- Bank reconciliation
- Recurring entries
- VAT returns
- Fixed assets and depreciation
- Reports and information

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