

## Sage 50 Accounts Training

As the top UK Partner for Sage training we can help you improve your knowledge of your new accounts software. Details of your training options for Sage Accounts (and other Sage software) are provided below.

### Sage 50 Accounts Classroom Courses

Be taught by Sage experts: all our Sage classroom training is accredited by the Institute of IT Training - your assurance of top quality training. Our Sage courses run over one or two days and are designed for people of all abilities. Each course has a maximum of 12 places. Each person is equipped with their own computer and work space. Lunch is provided.



There are 11 Sage training centres throughout the UK:

Birmingham  
Bristol  
Croydon  
Glasgow  
Leeds  
London (North) Brent Cross  
Manchester  
Newcastle  
Norfolk  
Northern Ireland (Ballymena)  
Reading

### Sage 50 Accounts classroom courses and course details:



**Sage 50 Accounts Essentials** - 1 day course that shows the basics of the whole program.

**What do I Learn?** - Understand the basic functions of Sage 50 Accounts. Some of the key topics include bank transactions, setting up customers and suppliers, creating and paying invoices, useful reports and taking and restoring backups.

Know how to navigate the program and the ledgers.

Understand how to use the bank for payments, receipts and transfers.

Be able to set up customers and suppliers, create invoices and credit notes, pay invoices and allocate credit notes.

Be familiar with salary journals.

Understand how to correct mistakes.

Be familiar with bank reconciliation.

Know where to find useful reports such as aged debtor, aged creditor, nominal activity, chart of accounts, profit and loss and balance sheet.

Be able to check your data, take a backup and restore from a backup.

**Chose to cover the full functionality of the Sage Accounts program in the courses below**

<b>Introduction to Sage 50 Accounts</b>	<b>Sage 50 Accounts Stage 1</b>	<b>Sage 50 Accounts Stage 2</b>	<b>Sage 50 Accounts Stage 3</b>
Supplier Invoices & Credit Notes	Introduction and Navigation	Bank Reconciliation	Planning a Stock System
Supplier Payments	Essential Settings	Credit Control Reports	Creating Product Records
Supplier Print Routines & E-Payments	Setting up the Nominal Ledger	Credit Control - Preventative Measures	Cost of Sales & Opening Balances
Customer Invoices and Credit Notes	Customising The Chart of Accounts	Credit Control - Remedial Measures	Preparing for Purchase Order Processing
Managing the Sales Ledger	Budgets & Departments	Forecast Cash Flow	Purchase Order Processing
Contra Entries	Customer & Supplier Records	Write Off Bad Debts	Customer Discounts
Bank Payments, Bank Receipts & Bank Transfers	Customer & Supplier Opening Balances	Fixed Assets and Depreciation	Preparing for Sales Order Processing
Recurring Entries	Nominal Ledger Opening Balances	Prepayments and Accruals	Sales Order Processing
Journal Entries		Financial Reporting	Stock Take & Period End
Safeguarding your Data		Budgets, Departments and Reports	Bill of Materials
Search		Microsoft Excel Integration	Quotes, Invoices & Credit Notes
Checking Transactions		VAT Return Production	Recurring Transactions, Skeletons & Duplicates
Error Corrections		Financial Year End	Year End & Global Changes
			Foreign Trade

**Other Sage classroom courses available include:**

Intoduction to Bookkeeping  
 Linking Sage 50 Accounts to Microsoft Office  
 Sage 50 Accounts Project Costing workshop  
 Sage 50 Accounts Upgrade workshop

Sage 50 Payroll Stage 1  
 Sage 50 Payroll Stage 2  
 Sage 50 Payroll Report Designer  
 Sage 50 Payroll Year End workshop

Sage 50 Forecasting  
 Sage Winforecast Professional

Microsoft Excel: Stage 1 - 2

Sage 50 Accounts CIS workshop

Sage Job Costing

ACT! by Sage: Stage 1 - 2

## Sage 50 Accounts Workbooks:

Whether you're at home or in the office, you can become a Sage 50 Accounts expert in your own time through 'Read it and Try it' sessions. You'll find interactive Workbooks with CD ROMs (closest in quality to classroom training), internet courses and CD ROMs. All workbooks and internet courses come with **certification** - fantastic for your CV.



The workbooks are split into three stages:-

Stage 1:

### Get started with Sage 50 Accounts

Book 1: How to install and set up your Sage 50 Accounts software  
Book 2: How to enter your opening balances  
Book 3: Starting to enter transactions  
Book 4: Housekeeping, error corrections and access rights

Stage 2:

### Core functionality of Sage 50 Accounts

Book 1: Credit Control  
Book 2: Month End Procedures  
Book 3: Reporting, VAT returns and Year End  
Book 4: Management Information

Stage 3:

### Functionality of Sage 50 Accounts Plus & Professional

Book 1: Setting up stock and dealing with order processing  
Book 2: Project costing and invoicing  
Book 3: Bill of materials, stock pricing and period end  
Book 4: Periodic routines, quotes/pro forma invoices and foreign trader

## Sage 50 Accounts Onsite Training:

Onsite training gives you control over what you learn and the pace of learning. The training you receive is the training you most need. As with most computer programs it is unlikely you will use every single feature of the program - onsite training lets you refine the training day(s) to the exact areas of training that you will gain most benefit from having a good level of understanding.

### Benefits of onsite training include:

- ☞ All training is provided by a fully accredited ACT! consultant
- ☞ No need to travel: work at your own pace, in your own environment
- ☞ Training tailored to meet your specific needs
- ☞ The option to work with your own data or a demo database
- ☞ Advice & assistance on database customisation
- ☞ Train together with your colleagues in groups of up to 8 people

### To organise onsite training simply...

Read through the topic list & select the areas you wish to cover – call us to speak with a Sage Accredited consultant for advice - select a date for training convenient to your company – make a booking.

Call **0845 009 3990** to arrange training or for more information.

**Simply let us know which type of training your require and we can arrange the rest for you.**