

# The Software Solution Shop

## Sage 50 Accounts Classroom Training Course Comparison

This is the top Sage training in the UK and our advice is always to book up as soon as you can as places are limited.

There are four courses for Sage 50 Accounts classroom training. The courses are comprehensive and will get you to where you want to be quickly. All classroom training is run on the latest version of the software.

Benefits of classroom courses include:

- ⇒ Classes limited to 12
- ⇒ You have your own PC
- ⇒ Full course manual to take away at end of day(s)
- ⇒ Certificate of achievement
- ⇒ Training is accredited by the Institute of IT Training
- ⇒ Price includes lunch and coffee breaks
- ⇒ Chance to speak to tutor during course and breaks

Not sure which course? – Review the course content below

Introduction to Sage 50 Accounts	Sage 50 Accounts Stage 1	Sage 50 Accounts Stage 2	Sage 50 Accounts Stage 3
Introduction and Navigation	Supplier Invoices & Credit Notes	Bank Reconciliation	Planning a Stock System
Essential Settings	Supplier Payments	Credit Control Reports	Creating Product Records
Setting up the Nominal Ledger	Supplier Print Routines & E-Payments	Credit Control - Preventative Measures	Cost of Sales & Opening Balances
Customising The Chart of Accounts	Customer Invoices and Credit Notes	Credit Control - Remedial Measures	Preparing for Purchase Order Processing
Budgets & Departments	Managing the Sales Ledger	Forecast Cash Flow	Purchase Order Processing
Customer & Supplier Records	Contra Entries	Write Off Bad Debts	Customer Discounts
Customer & Supplier Opening Balances	Bank Payments, Bank Receipts & Bank Transfers	Fixed Assets and Depreciation	Preparing for Sales Order Processing
Nominal Ledger Opening Balances	Recurring Entries	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

For full course descriptions see page two.



## Introduction to Sage 50 Accounts

(1 day course)

The Introduction to Sage 50 Accounts course is aimed at anyone installing and setting up Sage 50 Accounts and transferring outstanding account balances from an existing system onto Sage or for anyone who has Sage 50 Accounts which is already setup and would like to familiarise themselves with the set up routine.

<p><b>Session 1</b> INTRODUCTION AND NAVIGATION The Active Set up Wizard Welcome to Sage 50 Accounts User Interface Access Rights</p> <p><b>Session 2</b> ESSENTIAL SETTINGS The Financial Year Value Added Tax and Sage 50 Accounts Tax Codes</p>	<p><b>Session 3</b> SETTING UP THE NOMINAL LEDGER The Nominal Ledger Creating/Amending/Deleting Nominal Codes Control Accounts Creating New Bank Accounts</p> <p><b>Session 4</b> CUSTOMISING THE CHART OF ACCOUNTS The role of the Chart of Accounts (COA) Understanding the COA Layout Amending the Chart of Accounts Layout</p>	<p><b>Session 5</b> DEPARTMENTS The Use of Departments Creating Departments Labelling Departments</p> <p><b>Session 6</b> CUSTOMER AND SUPPLIER RECORDS Setting Customer and Supplier Defaults Custom Fields Creating Customer or Supplier Records Importing Customer &amp; Supplier Records</p>	<p><b>Session 7</b> CUSTOMER AND SUPPLIER OPENING BALANCES Preparation for Opening Balances Entering Customers/Suppliers Opening Balances Checking Opening Balances Ruling off the Ledgers (optional)</p> <p><b>Session 8</b> NOMINAL LEDGER OPENING BALANCES Preparing for the Opening Balances Entering the Bank Balance</p>
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View dates, availability and book online: [www.softwaresolutionshop.com/sageTraining/Sage50AccountsIntroduction](http://www.softwaresolutionshop.com/sageTraining/Sage50AccountsIntroduction)

## Sage 50 Accounts Stage 1

(2 day course)

Discover how to get the most from your software on a day to day basis. **If you are new to Sage we do recommend you take the Introduction to Sage 50 Accounts before attending this course.** Creating invoices, bank transactions, error correction, data entry routines and data security are just some of the many useful things you will learn. In just 2 days this course will allow you to utilise all of the fundamental features of Sage 50 Accounts, enabling you to get up and running with the software as quickly and confidently as possible. We recommend it to all Sage 50 Accounts users as essential training because it covers many routines which are fundamental to problem-free accounting.

<p><b>Session 1</b> SUPPLIER INVOICES &amp; CREDIT NOTES Supplier Batch Invoice Posting Entering Batch Data Memorise and Recall Supplier Batch Credit Note Posting</p> <p><b>Session 2</b> SUPPLIER PAYMENTS Reports to compile a list of debts that require payment Payment In Full &amp; Part Payments Dealing with Discounts Dealing with Credit Notes Dealing with Payments on Account</p> <p><b>Session 3</b> SUPPLIER PRINT ROUTINES &amp; E-PAYMENTS Remittances Batch Payments Cheque Printing E Banking</p>	<p><b>Session 4</b> CUSTOMER INVOICES AND CREDIT NOTES Batch Customer Invoice and Credit Note Posting The Invoicing Module Duplicating Invoices Deposits (Accounts Plus and Accounts Professional only) Cash Sales</p> <p><b>Session 5</b> MANAGING THE SALES LEDGER Customer Receipts Bank Defaults Sage Pay Customer Payments Using the Write Off/Refund Wizard Disputed Transactions</p> <p><b>Session 6</b> CONTRA ENTRIES Contra Entries Processing Contra Entries Account Activity</p>	<p><b>Session 7</b> BANK RECEIPTS, BANK PAYMENTS &amp; BANK TRANSFERS Bank Receipts Setting up the Cash Register Bank Payments Bank Transfers Cash Register Transfers</p> <p><b>Session 8</b> RECURRING ENTRIES Creating a Recurring Entry Processing Recurring Entries Account Postings</p> <p><b>Session 9</b> JOURNAL ENTRIES Processing Journal Entries Memorising Journals Notes on Skeleton Journals</p> <p><b>Session 10</b> SAFEGUARDING YOUR DATA Check Data The Backup Data Restores</p>	<p><b>Session 11</b> SEARCH Global Search Multiple Searches Wild Cards</p> <p><b>Session 12</b> CHECKING TRANSACTIONS The Audit Trail On-Screen Enquiries Sales/Purchases Tab Dashboards Useful Reports</p> <p><b>Session 13</b> ERROR CORRECTIONS Correcting an Error Correcting a Transaction with an incorrect Nominal Code Deleting a Transaction Amending VAT Reconciled Transactions Correcting Journals</p>
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## Sage 50 Accounts Stage 2

(2 day course)

What if you could drastically reduce the time it takes to run your Sage 50 Accounts period end routines? How would it feel to know that not only can you run your year end process smoothly, but you are fully prepared for the next financial year? There's so much that Sage 50 Accounts can do, and so much to learn. This Sage 50 Accounts Stage 2 course is aimed at existing users of the program and will give an in depth knowledge of the processes and procedures for Month End, Year End, credit control and the VAT return facilities, and bank reconciliation. It will also cover depreciation, recurring entries prepayments and accruals and other key topics associated with the period ends.

### Session 1

#### BANK RECONCILIATION

Grouping Transactions  
Starting the Bank  
Reconciliation process  
Reconcile  
Reconciled and Unreconciled  
Reports  
E-Reconcile

### Session 2

#### CREDIT CONTROL REPORTS

On Screen Aged Debts  
Aged Debtors Reports  
Ageing Periods  
Other Credit Control Reports

### Session 3

#### CREDIT CONTROL – PREVENTATIVE MEASURES

The Credit Control Tab  
Mail Merge Using Microsoft  
Word  
Customer Statements  
E Mail Statements

### Session 4

#### CREDIT CONTROL – REMEDIAL MEASURES

Customer Overdue Letters  
Updating Communications  
Promised Payments  
Placing a Customer on Hold  
Processing Interest Charges

### Session 5

#### FORECAST CASH FLOW

The Cash Flow Screen  
Manual Entries  
Viewing the Forecast

### Session 6

WRITING OFF BAD DEBT  
Write Off Bad Debt Wizard  
Recovering VAT on Bad Debt

### Session 7

#### FIXED ASSET REGISTER AND DEPRECIATION

Fixed Asset Categories  
Fixed Asset Register  
Depreciation  
Fixed Asset Reporting  
Fixed Asset Disposal

### Session 8

#### PREPAYMENTS AND ACCRUALS

Prepayments  
Accruals  
Posting Prepayments and  
Accruals  
The Result of Posting  
Prepayments and Accruals  
Single Month Prepayments and  
Accruals

### Session 9

#### FINANCIAL REPORTING

The Audit Trail Report  
The Trial Balance  
Chart of Accounts  
The Profit and Loss  
The Balance Sheet  
Batch Reporting  
Drillable Reports

### Session 10

#### BUDGETS, DEPARTMENTS AND REPORTS

Nominal Budgets  
Variance Report  
Departments  
Departmental Budgets  
Departmental Variance and  
Monthly Profit and Loss  
Reports

### Session 11

#### MICROSOFT EXCEL INTEGRATION

Send Lists and Grids to  
Microsoft Excel  
Setting up Excel Integrated  
Reporting  
Establishing the Link  
Inserting Sage Data Ranges  
into Microsoft Excel  
Additional Reports

### Session 12

#### VAT RETURN PREPARATION

Tax Code Refresh  
Scale Charges  
The Audit Assistant  
Preparing for On-line  
Submissions  
Preparing for the EC Sales List

### Session 13

#### VAT RETURN PRODUCTION

VAT Return Checklist  
Calculating The VAT Return  
Compare the VAT Figures to the  
Control Accounts  
Comparing the VAT Figures to the  
Daybooks  
Manual Adjustments  
Printing the Return  
Reconciling the VAT Return  
VAT Transfer  
VAT Payments  
Online Submissions  
EC Sales List

### Session 14

#### FINANCIAL YEAR END

Posting Transactions for the New  
Financial Year  
Preparing for your Financial Year  
End  
Running the Financial Year End  
Archiving Year End Data  
What has Happened at the Year  
End  
Check The End Result  
Clearing the Audit Trail  
Removing Unwanted Customer /  
Supplier / Nominal Records  
Accessing Archived Data

View dates, availability and book online: [www.softwaresolutionshop.com/sageTraining/Sage50AccountsStage2](http://www.softwaresolutionshop.com/sageTraining/Sage50AccountsStage2)

## Sage 50 Accounts Stage 3

(2 day course)

How well do you know how to produce invoices from Sage 50 Accounts? And what would happen to your business if poor stock control meant you couldn't meet the demands of your customers? Even if you're confident with the basics, don't you want to get the most you can from its functionality? This two-day course rounds out the "core" Sage 50 Accounts knowledge with an in-depth look at product invoice production, all manner of stock control, reporting, bill of materials, sales and purchase order processing, as well as all of the Foreign Trader elements of the program. This two-day course is essential training for users of Sage 50 Accounts Plus and Accounts Professional who deal with invoice production, stock control and reporting, sales and purchase order processing, and who trade overseas.

<p><b>Session 1</b> PLANNING A STOCK SYSTEM Planning your Product Codes Product Categories Product Defaults</p> <p><b>Session 2</b> CREATING PRODUCT RECORDS Creating a Product Record Editing a Product Record Importing Product Records</p> <p><b>Session 3</b> COST OF SALES &amp; OPENING BALANCES Profit: Stock and Cost of Sales Nominal Ledger: Posting Opening Stock Correcting Opening Balances</p> <p><b>Session 4</b> PREPARING FOR PURCHASE ORDER PROCESSING Multiple Delivery Addresses Supplier Price Lists Supplier Discounts Purchase Order Defaults The Re-Order List</p>	<p><b>Session 5</b> PURCHASE ORDER PROCESSING The Order Cycle Entering a Purchase Order Placing the Order Delivering the Order Updating the Ledgers</p> <p><b>Session 6</b> CUSTOMER DISCOUNTS Discount Structures and Types Discount Settings</p> <p><b>Session 7</b> PREPARING FOR SALES ORDER PROCESSING Creating Customer Delivery Addresses Customer Price Lists Special Customer Price Sales Order Defaults Negative Stock</p> <p><b>Session 8</b> SALES ORDER PROCESSING The Order Cycle Entering a New Sales Order Allocating a Sales Order Shortfalls Despatching the Order Cash Sales</p>	<p><b>Session 9</b> STOCK TAKE &amp; PERIOD END Physical Stock Take: Reports Stock Take Adjustments Stock Returns Period End Process</p> <p><b>Session 10</b> BILL OF MATERIALS Bill of Materials (BOM) Setting Up a Bill of Materials Check Components Shortage Assembling the BOM</p> <p><b>Session 11</b> QUOTES, INVOICES &amp; CREDIT NOTES Quote Defaults Creating a Quote to be Converted into an Invoice Creating a Quote to be converted into a Sales Order The Invoicing Module Credit Notes Updating to the Ledgers Proformas</p>	<p><b>Session 12</b> RECURRING TRANSACTIONS, SKELETONS &amp; DUPLICATES Creating Recurring Transactions Processing Recurring Transactions Skeletons Duplicating Invoices and Orders</p> <p><b>Session 13</b> YEAR END &amp; GLOBAL CHANGES Year End Procedures Clearing Stock History Stock Global Changes</p> <p><b>Session 14</b> FOREIGN TRADE EC VAT Descriptions Foreign Currency Invoices and Orders Foreign Bank Revaluation Editing Revaluation Rates</p>
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View dates, availability and book online: [www.softwaresolutionshop.com/sageTraining/Sage50AccountsStage3](http://www.softwaresolutionshop.com/sageTraining/Sage50AccountsStage3)

### Other Sage Accounts Courses:

Project Costing [www.softwaresolutionshop.com/sageTraining/Sage50AccountsProjectCosting](http://www.softwaresolutionshop.com/sageTraining/Sage50AccountsProjectCosting)

Report Designer [www.softwaresolutionshop.com/sageTraining/Sage50AccountsReportDesigner](http://www.softwaresolutionshop.com/sageTraining/Sage50AccountsReportDesigner)

Upgrade Workshop [www.softwaresolutionshop.com/sageTraining/Sage50AccountsUpgradeWorkshop](http://www.softwaresolutionshop.com/sageTraining/Sage50AccountsUpgradeWorkshop)