

Sage Line 50 Accounts



Course objectives:

To learn to use the most popular accounts software from a standing start right through to many of the more advanced and complex features of this powerful package.

Benefits:

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace with flexible study times (including evenings)
- ✓ Training in a comfortable and relaxed environment
- ✓ The opportunity to be awarded a Best Training Diploma

Each course should take 10 – 12 hours to complete

Beginner	Intermediate	Advanced
<ul style="list-style-type: none"> • Program basics • Getting started • Account names and numbers • Bank transactions • Financials • Customers and suppliers • Service invoices • Products and stock control • Product invoices • Product credit notes • Statements and receipts • Purchases • Nominal ledger • Bank accounts • VAT returns • Reports and information 	<ul style="list-style-type: none"> • Recurring entries • Editing entries • Prepayments and accruals • Depreciation methods • Entering fixed assets • Writing off an asset • Entering & processing purchase orders • Product Pricing Options • Product records • BOMs & product transfers • Entering & processing sales orders • Credit control basics • Late Payment legislation • Writing off bad debts • Sage Task Manager 	<ul style="list-style-type: none"> • Importing data • Setting up departments • Budgets and discounts • Raising quotes • Creating orders and invoices from quotes • Proforma invoices • Currency Rates • Invoicing and payments in euros • Foreign currency payments • Contra entries • Batch payments • Changing posted payments • Global changes • The stock wizard • Report designer • Analysing budgets and departments • Passwords and access rights

BEST Training

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Best Training (Banbury) Ltd 16 South Bar Banbury OX16 9AA
 Tel 01295 271888 email: enquiries@bestbanbury.co.uk web: www.bestbanbury.co.uk