Sage 50 Accounts 2011 with Pitman Training

Sage is one of the UK's most popular and in-demand business accounting packages. This course will take you through everything from stock management, VAT returns, processing sales orders, invoicing and reporting, to name just a few topics.

Aims and Objectives

Comprising thirteen lessons, this course will equip you with the skills you need to get a good job in an accounts department or to work for yourself by offering accounting administration services to local firms. It will also give you the opportunity to gain the IAB Level 2 Award in Computerised Book-keeping.

Designed for

Anyone wishing to advance a career in accounting.

Prerequisites

Working knowledge of manual book-keeping or previous study of at least Book-keeping Level 2 Module 1, preferably Modules 2 and 3 as well.

Course Content

Lesson One: overview of the Sage program, changing the financial year, changing the program date, customers and suppliers opening balances, entering new customers and suppliers, data protection and security, backing up accounts data.

Lesson Two: restoring data from a previous lesson, entering opening balances in the nominal ledger, preparing and printing a trial balance, setting up opening assets, liabilities and capital balances, entering budgets, producing routine reports.

Lesson Three: changing the program date, checking data, the products window, making stock adjustments in, entering supplier invoices for products and services, posting error corrections, amending existing customer and supplier records.

Lesson Four: creating customer invoices, previewing and printing customer invoices, checking the activity on a selected customer account, updating ledgers, generating customer letters, entering details of a new product, checking communication history.

Lesson Five: entering customer and bank receipts, part payment, producing statements for customers, the customer and supplier dashboards, the diary.

Lesson Six: processing payments made against supplier invoices, processing bank payments for non-invoiced items, entering petty cash payments and restoring the petty cash float, doing a bank transfer, using a journal to correct errors, using a journal to update the accounts with payroll details, the structure of nominal accounts, adding a new nominal account, printing a trial balance.

Lesson Seven: reconciling the November bank statement, printing and viewing bank reports and day books, using criteria to view specific reports, printing out the audit trail, correcting basic entry errors, reconciling the debtors and creditors control accounts.

Lesson Eight: deleting obsolete customer and supplier records, setting up a customer to receive settlement discount, using memorise and recall in the batch supplier invoice window, creating sales credit notes, processing purchase credit notes, adjusting stock records for returns.

Lesson Nine: posting a payment on account, allocating a payment on account, processing a receipt that includes settlement discount, using memorise and recall in the bank window, setting up a recurring entry, deleting a recurring entry, processing petty cash for December, entering several journals, reconcile the December bank statement.

Lesson Ten: Adding a new user to Sage, setting up a bill of materials, creating a new product record, performing a stock take and making adjustments, producing product price lists and discount structures, creating delivery addresses.

Lesson Eleven: Deleting a price list, creating and amending sales orders, allocating/unallocating stock, placing orders on hold, deleting orders, updating stock and recording despatch details.

Lesson Twelve; Creating and amending purchase orders, processing sales orders, allocating/un-allocating stock, marking orders as delivered, cancelling orders, updating purchase order details, updating stock levels.

Lesson Thirteen: checking and reconciling the VAT return, the VAT transfer wizard, printing out a trial balance, producing profit & loss and balance sheet for management accounts, checking budget figures versus actuals, carrying out the year end procedure.

Benefits

- **Know how to use the Sage 50 Accounts 2011 program**
- **The flexibility and value of a course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training certificate**
- **The opportunity to gain the IAB Level 2 Award in Computerised Book-keeping qualification or the OCR Level 2 Award in Book-keeping & Accounting Skills (Computerised)**

Course duration: 30 hours