Sage 50 Accounts 2017

This Sage 50 Accounts course will help you learn how to process a business' finances using this globally renowned accounting software. This is essential, interactive training using the very latest version of Sage Accounts, designed for those who already have an understanding of manual bookkeeping processes.

IS THIS FOR YOU?

This is a must-do course for anyone wanting to enhance their career working in accounts in roles such as Accounts Assistant, Finance Assistant, Bookkeeper etc. It would also benefit business owners who manage their own financial records.

Getting to grips with the latest version of Sage will help you impress potential employers and with the format of the training, you'll have skills that are immediately applicable to the workplace.

Prior experience and understanding of manual accounting procedures would be necessary.

ABOUT THIS COURSE

Sage is a renowned business accounting programme, used regularly in businesses across the globe.

During this interactive course you'll be guided through how to complete various bookkeeping tasks such as managing customer and supplier information, ledgers and double-entry processing, invoicing and bank reconciliation and more.

Depending on how you prefer to train, you could study in one of our dedicated training centres. There you'll learn at a pace that suits you using the interactive audio and visual instruction. Or, if you would prefer to study online from home, all you need to do is let our Course Advisors know before you commence your training and they can arrange with you to provide you with a student copy of the software to utilise during your studies.

Please note: if you do wish to go down the distance learning route, costs may vary so please clarify this with our Course Advisors at your local centre. No matter how you choose to study, you'll have the full support and encouragement of our team throughout your training.

Once you've successfully completed the course you will have complete confidence in your ability to use this popular accountancy software as well as a prestigious Pitman Training certificate to verify your skills. From here you could then opt to gain a Level 2 AAT qualification if desired.

Key Benefits at a Glance:
- Dynamic, interactive audio and visual instruction;
- Guided introduction to the software structure and location of features;
- Guided exercises to assist you in consolidating your learnings;
- Additional exercises to enhance your knowledge and simulate a workplace environment;
- Proven course content that can lead to a Pitman Training certification and an AAT qualification if desired.

LESSON BREAKDOWN

There are 13 modules within this course and below you can read a full breakdown of what is involved in each: -

Module 1 – Navigating the software, setting up company details, setting up the financial year, setting the program date, entering customer details and opening balances, entering supplier details and opening balances, backing up work, security and protection of data.

Module 2 – Restoring data, ledgers and double-entries in Sage, opening assets, liabilities and capital balances, budgets, opening balances in the nominal ledger, routine reports.

Module 3 – Stock adjustments in, supplier invoices for goods and services, batch supplier invoices, error corrections, amending records.

Module 4 – Create customer invoices, preview and print customer invoices, check on activity in customer accounts, update ledgers, generate customer letters, check communication history, enter new product details.

Module 5 – Enter customer receipts for invoiced items, enter customer receipts for non-invoiced items, enter customer receipts for part payments, check activity of account after part payment, produce statements for customers, use the diary feature.

Module 6 – Process payments made against supplier invoices, process bank payments, enter petty cash payments, restore the petty cash float, use the journal to correct errors, the structure of nominal accounts, new nominal accounts, trial balance.

Module 7 – Reconcile monthly bank statements, print and view bank reports and day books, reports criteria, audit trail, correct basic entry errors, reconciling debtors and creditors control accounts.

Module 8 – Deleting obsolete records, memorise and recall features for invoices, prompt payment discounts, credit notes for sales and purchases, processing stock returns.

Module 9 – Payments on account, entering prompt payment discounts, entering bank receipts, memorise and recall with bank receipts, recurring entries, update journals for December.

Module 10 – Adding users with restricted access, create a new product package, create a bill of materials, perform a stocktake, produce special price lists, create a delivery address.

Module 11 – Deleting a price list, sales orders, updating the ledgers, adding a carriage charge, allocating stock, place holds on orders, cancel orders.

Module 12 – Purchase orders, marking purchase orders as "delivered", updating the ledger, purchase order alternate address (drop-shipping), part-delivery of an order, cancelling orders.

Module 13 – VAT returns, trial balance, management accounts, budgets vs. actuals, year-end procedure, AAT certification information.

AIMS AND OBJECTIVES

The objective of this course is to give you the knowledge and confidence to record and carry out bookkeeping processes using Sage 50 Accounts.

There is also the opportunity to gain an AAT Level 2 Using Accounting Software qualification. This may need to be organised separately, our Course Advisors can advise more on this should you wish to undertake this qualification.

PRE-REQUISITES

Before starting this course we would recommend you already have a good, working knowledge of manual bookkeeping processes and have basic experience using common programmes such as Word and Excel.

CAREER PATH

Want to work in accounts? Pretty much every business needs knowledgeable people to help process the daily financial transactions and ensure everything is logged and recorded accurately. This certification can help you gain roles such as Accounts Assistant, Finance Assistant, Sales Ledger Clerk, Bookkeeper etc. From here you can undertake additional training and work towards more senior finance positions such as Assistant Management Accountant, Finance Team Leader, Assistant Finance Manager etc.

COURSE DURATION: 25-30 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).

 CPD POINTS: 25
(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

020 7256 6668
or visit: **www.pitmanlondon.co.uk**

Salisbury House London Wall London EC2M 5QQ

PITMAN T R A I N I N G