

# Sage 50 Accounts Stage 2



## Self Study Course

4 Workbooks

## What do I learn?

This course helps you get the most out of Sage 50 Accounts. You will become familiar with the more advanced features, including the bank reconciliation, VAT Return and year end. You will also learn about the management reports and how to extract information to other software.

## By the end of this course you will:

- Become familiar with the search facilities, to display the information you need, and how to use your software to help you manage your business credit control
- Learn how to process period end procedures, including recurring entries, reconciling the bank, posting fixed asset depreciation, processing prepayments and accruals
- Understand the financial reports available and tailor the chart of accounts to suit your business
- Be confident to complete the VAT return, run the year end, set up and use budgeting, operate the cash flow planner and dashboards
- Know how to produce graphs, export your data, deal with multi company accounts and consolidation
- Become proficient to sit your Sage 50 Accounts Level 2 Certification exam with confidence

### This course includes:

- 180-day version of Sage 50 Accounts
- Practice data to enrich the learning experience
- Four workbooks with free online tests throughout
- Sage Certification Test

## What's next?

Build on your existing knowledge of Sage 50 Accounts by learning the Stage 3 Self study course and Sage Certification.

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Distributor