

Sage 50 Accounts Stage 1



Self Study Course

What do I learn?

This course enables you to get setup and running with your Sage 50 Accounts software. You will cover the installation and the setup of your business accounts. You will also learn how to enter day-to-day transactions, make corrections and perform housekeeping tasks.

By the end of this course you will:

- Understand the installation procedure for Sage 50 Accounts and navigate around your software
- Know how to deal with the setup of your company information as well as your nominal, bank, customer and supplier accounts
- Be aware of your chart of accounts and how to tailor this to help you extract information that is relevant to your business
- Become familiar with how to enter your customer, supplier and nominal opening balances for your business
- Know how to enter day-to-day transactions with confidence, including journals, bank, cash and credit card transactions as well as customer and supplier invoices and payments and using Sage Pay
- Understand how to use corrections to make changes to your transactions and also use the diary options
- Apply housekeeping routines, such as backup and restore
- Know how to setup users, assign access rights and change passwords
- Become proficient to sit your Sage 50 Accounts Level 1 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 2 and Stage 3 Self study course and Sage Certification.



Distributor

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.

Distributor

Sage 50 Accounts Stage 3



Self Study Course

4 Workbooks

What do I learn?

This course helps you plan and operate a stock control system that works for your business. You will practise with the options available to help you control your stock, produce sales and purchase orders and invoices. You will also learn about project costing.

By the end of this course you will:

- Become familiar with how to plan a stock system that works for your business
- Understand the cost of sales, how to create product records and how to enter product opening balances
- Learn how to create quotations and pro-forma invoices
- Know how to generate and process purchase orders, sales orders and deal with cash sales
- Become aware of the pricing and discount structures available
- Know how to setup and assemble a bill of materials
- Learn how to perform a stock take, run the stock period end and stock year end
- Become familiar with posting recurring transactions, using global changes and dealing with foreign trade and the Intrastat
- Become proficient to sit your Sage 50 Accounts Level 3 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?

Maximise on your experience of Sage 50 Accounts by attending a classroom course on the Sage 50 Accounts Report Design, Linking Sage 50 Accounts to Microsoft® Office, or Microsoft® Excel Stages 1 & 2.



Distributor