

Sage 50 Accounts Stage 1



e-Learning 6hrs Course

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What do I learn?

This course covers essential functionality to help you make best use of Sage 50 Accounts. You will learn how to setup your company details, create your nominal ledger, your customers and suppliers. You will also practise entering opening balances, posting transactions, using corrections and reconciling the bank.

By the end of this course you will:

- Understand the installation procedure for Sage 50 Accounts and navigate comfortably around your software
- Know how to deal with the setup of company information as well as your nominal, bank, customer and supplier accounts
- Be aware of your chart of accounts and how to tailor this area to help you extract information that is relevant to your business
- Become familiar with how to enter your customer, supplier and your business nominal opening balances
- Know how to enter day-to-day transactions, including bank, cash and credit card transactions as well as customer and supplier invoices and payments
- Understand how to make changes to your transactions using corrections
- Learn how to reconcile your bank transactions with your bank statement
- Apply housekeeping routines, such as backup and restore
- Gauge your understanding of the topics you learned by taking the session quizzes and the final course test

What's next?

Expand your knowledge of Sage 50 Accounts by learning the Sage 50 Accounts Stage 2 courses. These are available as a Self study course (workbooks), or via classroom training.



Distributor