

Sage 50 Accounts Level 1

Course Length: 8 - 12 hours flexi-study

Overview: Students will learn introductory Sage Accounts skills.

Prerequisites: Computers for Beginners or equivalent knowledge.

Course Content:

- Working with Sage 50 Accounts
- Program Basics
- Getting Started
- Account Names & Numbers
- Bank Receipts
- Bank Payments
- Customers
- Suppliers
- Service Invoices
- Products
- Stock Control
- Product Invoices
- Product Credit Notes
- Sending Statements
- Customer Receipts
- Customer Activity
- Purchase Invoices
- Supplier Payments
- More about the Nominal Ledger
- More about Bank Accounts
- Bank Reconciliation
- Recurring Entries
- VAT Returns
- Financial Reports & Information

A Workbook is provided to each person attending the course. This is an essential guide during the course and an excellent source of reference material once the course has been completed.

What Next?

- Sage 50 Accounts Level 2
- OCR Bookkeeping Level 1 Diploma
- ECDL

Our training methodology allows students to work at their own pace. The course duration may therefore vary.