

Sage 50 Accounts Level 3

Course Length: 8 - 12 hours flexi-study

Overview: Students will learn advanced Sage Accounts skills.

Prerequisites: Sage 50 Accounts Level 1 & Level 2 or equivalent knowledge.

Course Content:

- Importing Data
- Setting up Departments
- Setting Budgets
- Setting up Discounts
- Raising Quotes
- Creating Orders and Invoices from Quotes
- Proforma Invoices
- The Euro and other Foreign Currencies
- Invoicing in Euros
- Receiving Payments in Euros
- Paying Foreign Currency Invoices
- Contra Entries
- Batch Payments
- Changing Posted Records
- Global Changes
- The Opening and Closing Stock Wizard
- Report Designer
- Analysing Budgets and Departments
- The Audit Trail
- Setting Passwords & Access Rights

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?

- OCR Accounting Level 3 Diploma
- ECDL

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