

Course Name**Sage 50 Accounts Advanced****Course Duration****One or Two Days**

depending on current knowledge

Course Objectives

This course has been designed for existing users and is 100% hands-on, with exercises to help delegates practice the new skills they learn.

Course Content

- Before You Start
- Working with Sage 50 Accounts
- Getting Started
- Importing Data
- Setting up Departments
- Setting Budgets
- Setting up Discounts
- Quotations
- Converting Quotations
- Pro-forma Invoices
- The Euro & Other Foreign Currencies
- Invoicing in Euros
- Receiving Payments in Euros
- Paying Foreign Currency Invoices
- Contra Entries
- Batch Payments
- Changing Posted Records
- Batch Changes & Global Changes
- The Opening and Closing Stock Options
- Analysing Budgets & Departments
- The Audit Trail
- Project Costing
- Setting Passwords & Access Rights
- Report Designer Basic Skills
- Report Designer Wizard & More
- Report Designer More Again

Prerequisites

Trainees should have completed the Introductory and Intermediate courses, or have equivalent level of knowledge, course and should have a sound knowledge of accounting principles.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**