

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

depending on current knowledge

Course Objectives

This course has been designed to give first time or recent users the skills they need set up a system. The course 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
- Program Basics
- Getting Started
- Account Names & Numbers
- Bank Receipts
- Bank Payments
- Financials
- Customers
- Suppliers
- Service Invoices
- Products
- Stock Control
- Product Invoices
- Product Credit Notes
- Reviewing your Accounts
- Sending Statements
- Customer Receipts
- Customer Activity
- Purchase Invoices
- Supplier Payments
- More about the Nominal Ledger
- More about Bank Accounts
- Using the Cash Register
- Bank Reconciliation
- Recurring Entries
- VAT Returns
- Reports & Information
- Activating and Setting Up Sage 50 Accounts

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed. Some knowledge of accounting principles would be useful.

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**