

SAGE LINE 50 MONTH END PROC

Business Solutions @ Northbrook

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Who is this course for?

Introduce students to the more complex aspects of the Sage Line 50 computerised accountancy package. Including Fixed Assets, Prepayments, Accruals, Month End Procedure, VAT Returns, Bank Reconciliations

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this one day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

Do I need any experience?

A basic knowledge of both manual and computerised book-keeping would be preferred. Students should either already have prior knowledge of the basics of Sage Book-keeping as

described in the **Introductory course** or, alternatively, be working in an Accounts position reflecting this level. It is **NECESSARY** for students to be computer literate and numerate.

What will I learn on this course?

This workshop will cover:

- > **Setting up Sage for a new Sole Trader**
- > **Setting up and explaining:**
 - > Fixed Assets
 - > Prepayments
 - > Accruals
 - > Recurring entries
- > **Implementing automatic Month End procedure to include:**
 - > Dealing with **Depreciation** of Fixed Assets
 - > **Processing** the prepayments, accruals and recurring entries
- > **Producing a VAT Return**
- > **Bank Reconciliations**

What are the specific details?

- > **Duration**
One day, 09.30 - 16.30
- > **Dates Available**
For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.
- > **Venue**
Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)



- > **Cost**
£150 per person, per workshop*
* Group rates, half day rates and daily rates are available.
1:1 or 1:2 tuition prices to be advised.

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.