

SAGE LINE 50 INTRODUCTION

Business Solutions @ Northbrook

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Who is this course for?

This workshop is for those with no prior knowledge of Sage Line 50 computerised book-keeping and who wish to gain competence in the underpinning knowledge of this product. Some students may already be working in an Accounts environment.

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 knowledge of manual book-keeping is preferred but NOT essential. However, students should be computer literate and numerate.

What will I learn on this course?

This workshop will cover:

- > Introduction to the **structure** of Sage
- > Create a **Company**
- > Create **Customers**
- > Produce various **Customer reports**
- > Create **Suppliers**
- > Produce various **Supplier reports**
- > Explore the **Nominal Ledger** and discuss how best to manipulate it
- > Enter data into the **Sales and Purchase ledgers**
- > Enter opening balances into the **Nominal ledger** from a manual Trial Balance
- > Deal with **invoices, credit notes and banking**
- > Explore how **double-entry** book-keeping has been carried out by Sage
- > Understand the different VAT codes
- > Look at **Financials**
 - > Discuss the relevance of the **Audit Trail**
 - > Produce a **Trial Balance, Profit and Loss, Balance Sheet**
- > **Backup data procedure**

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.