
Introduction to Sage 50 Accounts (Computerised Bookkeeping)

2018 / 2019

Course Code	ED820-AT
Tutor	Mrs Lynne Webster
Venue	UCM, Homefield Road, Douglas
Cost	£110
Start Day, Date & Time	Tuesday 8th January 2019 6pm – 8pm
Number of Weeks / Sessions	9 Weeks

What is the course about?

Learn how to use Sage 50 Professional to produce computerized accounts for a small business. You will record financial transactions to easily generate reports giving the information you need, so you will always know where your business stands. Topics covered:

- Program Basics – Opening the business file/Program windows
- Bank Receipts and Bank Payments
- Customers and Suppliers - Entering and editing details
- Products – Adding new products
- Service and Product Invoices and Credit Notes
- Customer Receipts - Allocation of receipts/Sending statements
- Supplier Payments – Making payments/Printing remittance advices
- Bank Reconciliation
- Reports - Profit and Loss Account/Balance Sheet/Audit Trail/Aged Debt Analysis etc.

Previous experience:

No previous bookkeeping knowledge required, although it would be an advantage. Must be computer literate.

Equipment you need to bring:

Perhaps a notepad to make notes and a pen.

General Information:

The times advertised for courses, especially 1-day and short courses, will normally include break(s) and a lunch period, as appropriate, and by agreement with the tutor at the sessions.

Students attending one-day workshops might like to note that there are hot/cold drinks and snack vending machines (crisps, sweets, chocolate, biscuits etc) in the College Refectory, which will be open during the day, but there are no sandwiches etc available, so students might like to bring a packed lunch with them, which can be consumed in the Refectory.

Some venues may have restricted parking facilities, disc parking etc, so please also be aware of this.

Who should I contact?

For further information, please contact the Programme Area Secretary on 648204.