

BEST TRAINING MILTON KEYNES

The professional training providers



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ACCOUNTS: SAGE LINE 50 v13

Study Level: Level 1 (Beginner) or Level 2 (Intermediate) or Level 3 (Advanced)

Study Method: Workbook

Module Length: 10-12 hours self-study with tutor support per module

Module Price: £200 + VAT per module

<u>Level 1 BEGINNER</u>	<u>Level 2 INTERMEDIATE</u>	<u>Level 3 ADVANCED</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Program basics <input type="checkbox"/> Getting started <input type="checkbox"/> Account names and numbers <input type="checkbox"/> Bank transactions <input type="checkbox"/> Financials <input type="checkbox"/> Customers and suppliers <input type="checkbox"/> Service invoices <input type="checkbox"/> Products and stock control <input type="checkbox"/> Product invoices and credit notes <input type="checkbox"/> Statements <input type="checkbox"/> Customer receipts <input type="checkbox"/> Purchases <input type="checkbox"/> Nominal ledger <input type="checkbox"/> Bank accounts <input type="checkbox"/> VAT returns <input type="checkbox"/> Extracting reports and information 	<ul style="list-style-type: none"> <input type="checkbox"/> Recurring entries <input type="checkbox"/> Editing entries <input type="checkbox"/> Prepayments and accruals <input type="checkbox"/> Depreciation methods <input type="checkbox"/> Fixed assets <ul style="list-style-type: none"> • Entry • Write off <input type="checkbox"/> Entering & processing purchase orders <input type="checkbox"/> Product Pricing options <input type="checkbox"/> Product records <input type="checkbox"/> BOMs & product transfers <input type="checkbox"/> Entering & processing sales orders <input type="checkbox"/> Credit control basics <input type="checkbox"/> Late payment legislation <input type="checkbox"/> Writing off bad debts <input type="checkbox"/> Sage Task Manager <p>Option: Successful completion of the Beginner and Intermediate course modules can help towards gaining the Associate Membership qualification from the Institute of Certified BookKeepers. Ask us for details.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Importing data <input type="checkbox"/> Setting up departments <input type="checkbox"/> Budgets and discounts <input type="checkbox"/> Raising quotes <input type="checkbox"/> Creating orders and invoices from quotes <input type="checkbox"/> Proforma invoices <input type="checkbox"/> Currency rates <input type="checkbox"/> Invoicing and payments in euros <input type="checkbox"/> Foreign currency payments <input type="checkbox"/> Contra entries <input type="checkbox"/> Batch payments <input type="checkbox"/> Changing posted payments <input type="checkbox"/> Global changes <input type="checkbox"/> The Stock wizard <input type="checkbox"/> Report designed <input type="checkbox"/> Analysing budgets and departments <input type="checkbox"/> Passwords and access rights

More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref SageLine50