M1 Drogheda Chamber

Skillnet,

Training Course Profile

SAGE 50

Professional

Accounts

Sage 50 Professional Accounts

Where   Pitman Training Centre Dundalk or Online

Aimed At   Those who already understand manual bookkeeping processes or anyone wanting to enhance their career working in a finance department in roles such as Accounts Assistant, Finance Assistant, Bookkeeper etc.
It would also benefit business owners who manage their own financial records.

Trainer   Pitman Training Dundalk is a small Centre which provides a friendly, supportive environment for students to learn.

Programme Objectives

Sage is a renowned business accounting programme, used regularly in businesses across the globe. During this interactive course you'll be guided through how to complete various bookkeeping tasks such as managing customer and supplier information, ledgers and double entry processing, invoicing, and bank reconciliation and more.

Once you've successfully completed the course you will have complete confidence in your ability to use this popular accountancy software as well as a prestigious Pitman Training certificate to verify your skills.

Programme Structure

The training programme is structured into 13 modules over 25/30 hours of instruction.

With the Course Advisors and Trainers on hand to help, you'll learn at a pace that suits you and will have the chance to do course revision from home. No matter how you choose to study, you'll have the full support and encouragement of our team throughout your training.

Before starting this course, we would recommend you already have a good, working knowledge of manual bookkeeping processes.

Programme Content

This programme is structured into the following 13 modules:

> Module 1; Navigating the software, setting up company details, setting up the financial year, setting the program date, entering customer details, and opening balances, entering supplier details and opening balances, backing up work, security and protection of data.

> Module 2: Restoring data, ledgers, and double entries in Sage, opening assets, liabilities and capital balances, budgets, opening balances in the nominal ledger, routine reports.

> Module 3: Stock adjustments in, supplier invoices for goods and services, batch supplier invoices, error corrections, amending records.

> Module 4; Creating customer invoices, previewing, and printing customer invoices, checking on activity

in customer accounts, updating ledgers, generating customer letters, checking communication history and entering new product details.

Module 5: Entering customer receipts for invoiced items, entering customer receipts for non-invoiced items, entering customer receipts for part payments, checking activity of account after part payment, producing statements for customers, and using the 'diary' feature.

Module 6: Process payments made against supplier invoices, process bank payments, enter petty cash payments, restore the petty cash float, use the journal to correct errors, the structure of nominal accounts, new nominal accounts, trial balance.

Module 7: Reconciling monthly bank statements, printing and viewing bank reports and day books, reports criteria, audit trail, correcting basic entry errors as well as reconciling debtors and creditors control accounts.

Module 8: Deleting obsolete records, memorise and recall features for invoices, prompt payment discounts, credit notes for sales and purchases and processing stock returns.

Module 9: Payments on account, entering prompt payment discounts, entering bank receipts, memorise and recall with bank receipts, recurring entries and updating journals.

Module 10; Adding users with restricted access, creating a new product package, creating a bill of materials, performing a stock take, producing special price lists, and creating a delivery address.

Module 11: Deleting a price list, sales orders, updating the ledgers, adding a carriage charge, allocating stock, placing holds on orders, and cancelling orders.

Module 12: Purchase orders, marking purchase orders as "delivered", updating the ledger, purchase order alternate address (drop-shipping) and recording part-delivery of orders.

Module 13: VAT returns, trial balance, management accounts, budgets vs. actuals and year-end procedures.

To book your place, or for more information, contact Stephen McDonnell on (083) 0278518 or stephen@m1skillnet.ie