

business solutions @ northbrook

ADVANCED SAGE LINE 50 PARTNERSHIPS AND DIRECTORS

Who is this course for?

This workshop will introduce students to the more complex aspects of the Sage Line 50 computerised accountancy package. Including Partnership Accounts, & PLC (not Sole Traders), Doubtful Debts, Stock Transfers, Skeleton Journals for Wages and Inland Revenue.

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 and Intermediate (1) courses** 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 existing **Partnerships, Limited Companies** from a Manual Trial Balance
- > **Contra Entries**
- > **Returned Cheques**
- > **Bad Debt Write Off**
- > **Closing / Opening Stock**
- > **Providing for Doubtful Debts**
- > **Journals** - wages and Inland Revenue provision
- > **Editing the Chart of Accounts** to allow for:
 - Partners' Capital and Current Accounts
 - Provision for Doubtful Debts
 - Profit/Loss on Disposal of Asset
- > Carrying out **Year End** routines

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.

Business Solutions @ Northbrook

17 Liverpool Gardens, Worthing
West Sussex, BN11 1RY

T (01903) 606 114

E business.solutions@nbcol.ac.uk

W www.northbrook.ac.uk/BusinessSolutions



Should the workshops not be of the format or the content that you wish to learn, then we are able to offer you an hourly, half day or day rate as 1:1 or 1:2 tuition either at the college or at your premises. The cost is dependent on your experience, the content of your training and delivery time involved.

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.