

## ADVANCED SAGE LINE 50 PARTNERSHIPS AND DIRECTORS

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.

### 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 if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's 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 will I gain from this course?

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.

### What are the specific details?

**Price** Available upon request  
**Duration** Varies

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

### How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ [business.solutions@nbcoll.ac.uk](mailto:business.solutions@nbcoll.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### 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