

SAGE LINE 50 MONTH END PROCEDURE

Introduce students to the more **complex** aspects of the Sage Line 50 computerised accountancy package. Including Fixed Assets, Prepayments, Accruals, Month End Procedure, VAT Returns, Bank Reconciliations

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 course** 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

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

🌐 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 Sage for a new **Sole Trader**
- > Setting up and explaining:
 - > Fixed Assets
 - > Prepayments
 - > Accruals
 - > Recurring entries
- > Implementing automatic **Month End procedure** to include:
 - > Dealing with **Depreciation** of Fixed Assets
 - > **Processing** the prepayments, accruals and recurring entries
- > Producing a **VAT Return**
- > Bank Reconciliations