

## Sage 50 - New User

**Category:** Sage Accounts, Sage 50 Accounts

**The following topics are covered during the Sage New User course:**

- Understanding the basic concepts of Nominal, Purchase and Sales Ledger
- Key decisions prior to setup
- Recording customer and supplier details
- Setting up sales and purchase invoices
- Creating credit notes
- Entering bank payments and receipts
- Setting up petty cash details
- Transferring funds
- Creating new nominal accounts
- Creating invoices
- Creating reports (aged debtor analysis etc.)
- Bank reconciliation's
- Journals
- VAT returns
- The Trial Balance Report
- Creating and Amending Accounts
- Setting up Customer and Supplier Records

### About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training courses, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

### Course Objectives

This course is suitable for anyone wishing to develop or enhance their knowledge of Sage 50. This Powerful small business accounting and invoicing solution is ideal for its use of book keeping at work, or for starting a business. On this course you will learn how to create invoices, VAT returns and much more.

## Course Details

To suit client

## Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course.

## Training Locations

This training is delivered as a closed course at your company's premises. We can bring our mobile IT classroom to any UK or European location, so no matter where you are based, SquareOne can come to you.

## Where We Have Trained

SquareOne have delivered training solutions throughout the UK in locations such as London, Liverpool, Wirral, Merseyside, Blackpool, Manchester, Sussex, Surrey, Hampshire, Edinburgh and Belfast. We have also trained at international locations such as France, Germany, Switzerland, Scandinavia and USA.

Training has been delivered to a diverse range of industries including oil and gas, agriculture, automobile manufacture, food production, the arts and finance.

## BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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