

Sage 50 Accounts Level 2

Course Length: 8 - 12 hours flexi-study

Overview: Students will learn intermediate Sage Accounts skills.

Prerequisites: Sage 50 Accounts Level 1 or equivalent knowledge.

Course Content:

- Working with Sage 50 Accounts
- Program Basics
- Getting Started
- Prepayments and Accruals
- Fixed Assets & Depreciation
- Delivery Addresses
- Entering Purchase Orders
- Purchase Order Skeletons
- Processing Purchase Orders
- Product Records and Purchase Orders
- BOMs and Product Transfers
- Product Pricing Options
- Entering Sales Orders
- Recurring Sales Order Skeletons
- Processing Sales Orders
- More about Sales Invoices
- Using the Search Option
- Statements & Account Letters
- Customer Refunds
- Credit Control
- Late Payment Legislation
- Writing Off Bad Debts
- The Sage Task Manager
- Paying Bills using the Sage Task Manager
- Cash Flow Forecasting

A Workbook is provided to each person attending the course. This is an essential guide during the course and an excellent source of reference material once the course has been completed.

What Next?

- Sage 50 Accounts Level 3
- OCR Accounting Level 2 Diploma
- ECDL

Our training methodology allows students to work at their own pace. The course duration may therefore vary.