



Sage Accounts Training Days

Visit www.acc-uniquesolutions.com for more information about our training/accounting services

- Sage Accounts and Payroll Training / Finance courses / Private Tuition
- Classroom based or In House Training (*please ask for In House quotation*)
- Qualified Tutors, Small Class Sizes



Sage for Beginners: £130 + Vat (includes course materials, lunch & refreshments)

On this one day course learn how to:

- Install Sage software and set up an accounts system for a company
- Customise the system to suit your requirements
- Set up customer and supplier records
- Enter customer and supplier invoices and credit notes with correct tax codes and nominal codes, using Batch Entry
- Record and allocate payments and receipts, using different bank accounts
- Produce basic reports to assist with business management
- Reconcile a bank statement
- Perform back-up and security routines to ensure the safety of the accounts system and awareness of other computer issues.

Sage for Intermediates: £130 + Vat (includes course materials, lunch & refreshments)

On this one day course, recap skills covered in Beginners course and learn how to:

- Produce invoices, credit notes, remittance advice notes and customer statements
- Carry out credit control procedures to maintain control of the sales ledger
- Complete a vat return
- Carry out monthly reconciliations and routines to produce management accounts

Booking Form:

In order to reserve your place, please complete the following details and email to: fionawilson@acc-uniquesolutions.com

I wish to book a place on the following course/s (delete as appropriate)

Beginners (£156 inc vat) / Intermediates (£156 inc vat) / Beginners & Intermediates £280.80 inc vat)

Name of Delegate:	Date of Course:
Address / Telephone No / Email:	

Upon receipt of your booking form, I will provide confirmation of your place and your acceptance of the following booking terms: -
Payment will be due 14 days prior to the date of the course
Refund Policy: Full refund for cancellations made up to 14 days before course date / No refund for cancellations received after this date.

Telephone enquiries: 01384 214326 / 07913 028090