

Sage 50 Accounts Stage 1



Self Study Course

4 Workbooks

What do I learn?

This course enables you to get setup and running with your Sage 50 Accounts software. You will cover the installation and the setup of your business accounts. You will also learn how to enter day-to-day transactions, make corrections and perform housekeeping tasks.

By the end of this course you will:

- Understand the installation procedure for Sage 50 Accounts and navigate around your software
- Know how to deal with the setup of your company information as well as your nominal, bank, customer and supplier accounts
- Be aware of your chart of accounts and how to tailor this to help you extract information that is relevant to your business
- Become familiar with how to enter your customer, supplier and nominal opening balances for your business
- Know how to enter day-to-day transactions with confidence, including journals, bank, cash and credit card transactions as well as customer and supplier invoices and payments and using Sage Pay
- Understand how to use corrections to make changes to your transactions and also use the diary options
- Apply housekeeping routines, such as backup and restore
- Know how to setup users, assign access rights and change passwords
- Become proficient to sit your Sage 50 Accounts Level 1 Certification exam with confidence

This course includes:

- 180-day version of Sage 50 Accounts
- Practice data to enrich the learning experience
- Four workbooks with free online tests throughout
- Sage Certification Test

What's next?

Build on your existing knowledge of Sage 50 Accounts by learning the Stage 2 and Stage 3 Self study course and Sage Certification.