

Sage 50 Beginners 1 Day Training Workshop



Booking Form

Date: 10 March 2020

Time: 10.00am – 4.00pm

Venue: 4 Albany Road, Harborne, Birmingham, B17 9JX

Price: £95.00 inc vat, refreshments, lunch and course materials

This hands on course will show you how to carry out the following procedures on Sage: -

1. Install Sage software and set up an accounts system for a company
2. Customise the system to suit your requirements
3. Set up customer and supplier records
4. Enter customer and supplier invoices/credit notes, with correct vat and nominal codes, using batch entry
5. Record and allocate payments and receipts for different bank accounts
6. Produce basic reports to assist with business management
7. Reconcile a bank statement
8. Perform back-up and security routines to ensure the safety of the accounts system and awareness of other IT issues

Booking Terms

Please sign and complete the section below to confirm that you have read and agree to our terms and would like to book your place on the training day. We will confirm your place and forward payment details by return.

Payment is required within 7 days of booking to secure your place.

Cancellations received on or before 2 weeks prior to the course date will be subject to a £50.00 + vat administration charge.

Refunds cannot be given for cancellations received within 2 weeks of the course date.

Delegate Information

Name **Email**

Tel **Address**

Person responsible for booking training:

Name **Email**

Tel **Address**

Signed **Date:**

Acc-Unique Solutions Ltd

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