

Sage 50 Intermediate Training Day

Booking Form



Date: 17 March 2020

Time: 10.00am – 5.00pm

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

Price: £135.00 inc vat, refreshments, lunch and course materials

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

1. Re-cap basic skills including sales/purchase ledger, bank transactions and reconciliations
2. Customise the Chart of Accounts
3. Set up and use departments
4. Produce sales invoices and credits (including logo), statements, late payment letters and remittance advices
5. Manage credit control and cashflow
6. Complete a vat return
7. Prepayments, Accruals and Journals
8. Month end procedure
9. Management accounts and reports

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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