



ACC-UNIQUE  
SOLUTIONS

*Not just accountants,  
we teach accountancy too!*

Management accountants | Sage specialists | National training providers



**2024/25 training prospectus**

**All levels**

**Beginners/Intermediates/Advanced**





## Training packages and multi-booking discounts available

Please contact us for details  
0121 684 7618

# Why are we called Acc-Unique?

## Because we are accountants and we are unique!

We are passionate about helping you to reach your full potential and achieve your desired level of self-sufficiency. Combining the skills of our qualified accountants and specialist trainers we provide a truly unique and bespoke service for you and your organisation

- A** AT Licensed accountancy practice
- C** ertified Sage specialists
- C** loud technology and IT support
- U** nique network of professionals
- N** ational training providers
- I** SO 27001
- Q** TLS - qualified teacher learning status
- U** ndergraduate & student work experience opportunities
- E** xcel, Sage and non-financial manager courses

See website for full details: [www.acc-uniquesolutions.co.uk](http://www.acc-uniquesolutions.co.uk)

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## FINANCIAL DOCUMENTS AND RECORD KEEPING

### Who should attend?

Anyone who is starting a business, taking on a bookkeeping role or requires an efficient, compliant bookkeeping system.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- HMRC requirements
- Codes and references
- Understanding the key elements of sales and purchases
- Financial documents
- Accounting groups and the nominal ledger
- How to avoid errors

**Duration of Course: 1 day – 10.00am to 5.00pm or 2 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

*Classroom, online, on-site or at a venue near you (please ask for details)*

0121 684 7618 enquiries@acc-uniquesolutions.co.uk  
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## EXCEL SPREADSHEETS - BEGINNERS

### Who should attend?

Anyone who is new to using spreadsheets or has basic knowledge and skills.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- The spreadsheet structure
- Basic techniques and formulas
- Layout and presentation
- Checking and reviewing techniques

**Duration of Course: 1 day – 10.00am to 5.00pm or 2 half day sessions  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

*Classroom, online, on-site or at a venue near you (please ask for details)*

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## SAGE ACCOUNTS - BEGINNERS

### Who should attend?

Anyone who is new to Sage, studying for an accounting qualification or transferring an accounts system to Sage.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- 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/credits, with correct vat and nominal codes, using batch entry
- Record and allocate payments and receipts for 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

**Duration of Course: 1 day – 10.00am to 5.00pm or 2 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

*Classroom, online, on-site or at a venue near you (please ask for details)*

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## SAGE PAYROLL

### Who should attend?

Anyone who has a basic understanding of payroll procedures but would like to learn how to process payroll on Sage.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- Setting up a payroll system and processing a standard payroll run
- Preparing employee records, payment types, absence/holiday and basic pension schemes
- Recording statutory payments, attachments, deductions, expense payments and annual leave
- Using advance payments for employees on annual leave
- Processing leavers
- Running the month-end procedure
- RTI, auto-enrolment and payroll year end discussion/demonstration

**Duration of Course: 1 day – 10.00am to 5.00pm or 2 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

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## **SAGE ACCOUNTS - INTERMEDIATE**

### **Who should attend?**

Anyone who has basic Sage skills and is looking to improve or use more of the processes available.

### **Who is the trainer?**

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### **What will you learn on the course?**

- Re-cap basic skills including sales/purchase ledger, bank transactions and reconciliations
- Customise the chart of accounts
- Set up and use departments
- Produce sales invoices/credits (including logo), statements, late payment letters and remittances
- Manage credit control and cashflow
- Complete a vat return
- Prepayments, accruals and journals
- Month end procedure
- Management accounts and reports

**Duration of Course: 1 day – 10.00am to 5.00pm or 2 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

*Classroom, online, on-site or at a venue near you (please ask for details)*

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## LINKING EXCEL TO SAGE

### Who should attend?

Sage users who are interested in how Excel can increase the efficiency and capabilities of Sage processing and reporting.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- How to export data from Sage into Excel
- How to use templates to import data from csv and spreadsheet files into Sage
- How to map customised import files
- How to import data from Sage to Excel using the Sage add-in facility
- How to create charts and graphs using exported data
- Re-cap of useful formulas to use for financial analysis

**Duration of Course: 4 hours - 10.00am to 2.00pm**

**Cost of course: £150 + VAT per person**

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## FINANCE FOR NON-FINANCIAL MANAGERS

### Who should attend?

Anyone who is responsible for company finances, preparing and maintaining a budget or requires an understanding of statutory and management accounts. The course is aimed mainly at people without any accounting experience.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- **The Statement of Profit or Loss & The Balance Sheet**  
- understand what year-end accounts say about a business
- **How to analyse company performance and position**  
- use ratio calculations to check the health of a business
- **The difference between cash and profit**  
- healthy profit doesn't necessarily mean healthy cashflow!
- **How to prepare a budget to manage business activity**  
- set targets and learn to forecast future success or problems!

**Duration of Course: 1 day – 10.00am to 5.00pm or 2 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

*Classroom, online, on-site or at a venue near you (please ask for details)*

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## **BUDGETING**

### **Who should attend?**

Anyone who needs to prepare a budget, take control of income/expenditure and liaise with management and stakeholders.

### **Who is the trainer?**

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### **What will you learn on the course?**

- Why budget?
- Operational budgets
- Cash flow budgets
- Using budgets to manage and control the business

**Duration of Course: 1 day - 10.00am to 5.00pm or 2 half day sessions -  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

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## **SAGE ACCOUNTS - ADVANCED**

### **Who should attend?**

Anyone who is experienced with using Sage software and requires to learn advanced procedures.

### **Who is the trainer?**

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### **What will you learn on the course?**

- Re-cap on setting up a set of accounts on Sage and processing basic procedures
- Using charity features
- Set up projects and use project costing to analyse expenditure, budgets and profit
- Set up a stock system
- Sales and purchase order processing
- Quotations and Invoicing including customising templates to suit your requirements
- Running the year end

**Duration of Course: 2 day – 10.00am to 5.00pm or 4 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £450 + VAT per person**

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## USING EXCEL FOR FINANCIAL REPORTING

### Who should attend?

Excel users looking to improve their skill and use more advanced techniques to produce financial reports.

### Who is the trainer?

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### What will you learn on the course?

- Formulas and functions that use numerical and conditional logic
- Using VLOOKUP and HLOOKUP to complete automated functions
- How to subtotal, sort and filter information
- Create charts and graphs
- How to create and use a pivot table
- Using What-if analysis

**Duration of Course: 1 day – 10.00am to 4.30pm or 2 half day sessions –  
11.00am to 2.00pm**

**Cost of course: £225 + VAT per person**

*Classroom, online, on-site or at a venue near you (please ask for details)*

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## **SAGE ACCOUNTS 1-1 SUPPORT**

### **Who should attend?**

Anyone who has attended our Sage Accounts courses or who is already using Sage and requires 1-1 support with their own accounts system.

### **Who is the trainer?**

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### **What can be included in your bespoke course?**

- Re-cap/overview of any procedures covered in the accounts courses as required
- Review of your nominal structure / chart of accounts
- Bank reconciliation check
- Nominal activity check
- Invoice layouts/company logos
- Emailing sales invoices directly from Sage/Outlook
- Setting up a budget
- Setting up a stock system
- Project costing
- 1-1 support with any specific issues, as required

**Duration of Course: 3 hour sessions as required**

**Cost of session: £150 + VAT per person**

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## **SAGE PAYROLL 1-1 SUPPORT**

### **Who should attend?**

Anyone who has attended our Sage Payroll 1 course or who is already using Sage and requires 1-1 support with their own payroll system.

### **Who is the trainer?**

Fiona Wilson, MAAT, QTLS, AAT licensed accountant, accounts lecturer and Sage trainer.

### **What will you learn on the course?**

- Re-cap/overview of the procedures covered in the Payroll 1 course
- Setting up holiday schemes
- Online payslips and documents
- Importing/Exporting csv files
- Setting up pension schemes and exporting pension files
- Linking to Excel
- 1-1 support with any specific issues, as required

**Duration of Course: 3 hour sessions as required**

**Cost of session: £150 + VAT per person**

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## Our purpose

Acc-Unique Solutions offers a unique accountancy service that delivers superior, accurate solutions when you need them most

## Our vision

Our vision is to operate a dynamic, environmentally-friendly business hub that uses technology and unique ideas to educate and achieve a well-connected accountancy service

## Our Values

- Stress free, reliable and driven by efficiency
- We empower all to be at the heart of the business
- Transparent, open and communicative, building strong, loyal relationships
- Embracing change and development

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