ACC-UNIQUE
SOLUTIONS

Not just accountants,
we teach accountancy too!

Management accountants | Sage specialists | National training providers

2026/27 training prospectus

All levels

Beginners/Intermediates/Advanced

European Union
European Regional Development Fund

Sep 26, v3

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

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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, FMAAT, 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 2.30pm

Contact us to arrange a free 1-1 consultation to discuss a cost effective training package for your requirements.

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

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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, FMAAT, 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 2.30pm

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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, FMAAT, 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 2.30pm

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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, FMAAT, 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 2.30pm

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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, FMAAT, 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 2.30pm

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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, FMAAT, 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

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FINANCE FOR NON-FINANCIAL MANAGERS

CPD CERTIFIED
The CPD Certification Service
6.5 hours CPD

Who should attend?

Not just Managers!

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 at individuals without any accounting experience

Who is the trainer?

Fiona Wilson, FMAAT, 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 2.30pm

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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,FMAAT, 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 2.30pm

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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, FMAAT, 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 2.30pm

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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, FMAAT, 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 5.00pm or 2 half day sessions – 11.00am to 2.30pm

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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, FMAAT, 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: Hourly sessions as required

Contact us to arrange a free 1-1 consultation to discuss a cost effective training package for your requirements.

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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, FMAAT, 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: Hourly sessions as required

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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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