



Department
for Work &
Pensions



SAGE ESSENTIALS: SAFE AND SIMPLE ACCOUNTING

COURSE SUMMARY:

This introductory Sage course provides a practical, step by step guide to using Sage 50 Accounts, the most popular accounting software for small and medium businesses. If accounting or bookkeeping is something you do, or would like to do more efficiently, then this is an excellent introduction to develop your skills further. Learn what the software can do and how it can make your life so much easier than doing it by hand! During the course, you will build confidence through guided practice, scenarios and hands on activities that reflect real business bookkeeping processes.

ENTRY REQUIREMENTS:

- Ability to read and follow written instructions (Level 1 English)
- Basic computer skills (Entry Level 3 or above)
- Good Maths Skills (Level 1 Maths)



AWARD:
Accredited by
Realise Futures

WHAT WILL YOU DO ON THIS COURSE?

- ✓ **Create a** fully functioning Sage company, including financial year settings, VAT setup and program date
- ✓ **Set up** and manage customer and supplier accounts, including contact details, credit limits etc.
- ✓ **Record supplier** payments and customer receipts, including full, part and discounted payments
- ✓ **Create, amend** and use nominal codes and VAT codes, understanding how transactions post to the ledger
- ✓ **Set up** stock items, record opening balances and understand basic stock control processes
- ✓ **Create and** process purchase orders and sales orders, including receiving goods and updating ledgers
- ✓ **Produce essential** reports, such as the Trial Balance, Supplier/ Customer Address Lists

- ✓ **Throughout the** course, you will generate a portfolio of evidence which will culminate in completing a short end of course assignment to review the skills that you have learnt during the course.

PROGRESSION FROM THIS COURSE:

- Attend Skills for a Business Administrator: Level 1
- Attend a Get Ready for Digital Skills course to continue to develop your digital skills
- Some learners may wish to continue their learning onto an accredited Level 2 Accounting course at Suffolk New College



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