

## Sage – An Introduction

### WHO SHOULD ATTEND?

This one day course is suitable for total newcomers to Sage Accounts. No prior knowledge required.

### WHAT WILL YOU LEARN?

By the end of the course delegates will:

- Be able to set up a new Company in Sage.
- Create Supplier and Customer Records.
- Input Invoices for Customers and Suppliers.
- Deal with Bank Receipts and Payments.
- Understand the Nominal Ledger.

### COURSE CONTENT

- Navigating around Sage.
- Creating Records.
- Entering Company and Accounting Information.
- Entering Banking information.
- The Nominal Ledger.

The course will be run by way of trainer led demonstration and 'hands on' practical learning. All delegates will have access to a laptop each on the day.

### TRAINER

Rebecca Ray is a freelance trainer and teacher working with small to medium sized businesses and colleges across the South of England providing training on general business matters as well as Accounting Software.

She is also a practising member of the Institute of Financial Accountants.

### COURSE INFORMATION

Venue: Chamber of Commerce, 53 Bugle Street, Southampton

Duration: 9.15am - 4.30pm

Lunch and course materials provided

### RELATED COURSES

**Finance for Non-Financial Managers**  
**Credit Control and Telephone Debt Recovery**  
**Basic Book Keeping & Accounts**

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