

## Course Information Sheet

### Sage Workshop

#### **Introduction**

This is a mixed **beginners & advanced** workshop involving you in developing knowledge and computerised bookkeeping skills in using **Sage Line 50** software, working at your own pace and at the level appropriate to you.

#### **What are the course entry requirements?**

- NO INTERVIEW IS REQUIRED.
- A good level of prior PC competency is vital.
- Knowledge of having used Sage is not necessary unless doing more advanced work or assessments.
- Manual bookkeeping experience is useful though not essential.
- Little or no mathematics is involved.
- Comfortable at working on your own from worksheets/workbooks, following written instructions/including numerical information accurately, at your own pace with tutor support and input. You need patience and perseverance!

#### **How long is the course?**

2½ hours x 6wk module/block. Learners can re-enrol on additional module/blocks to progress further if agreed as appropriate with the tutor.

#### **What will the course involve?**

Covers how transactions are entered and recorded inc VAT • setting up nominal codes • setting up supplier and customer accounts • recording invoices & credit notes • recording, assets, drawings & wages • processing payments, receipts & discounts • bank reconciliation • printing reports e.g. trial balance, profit & loss, balance sheet and vat returns • how money owed to a business or by the business is recorded and analysed • use of journals • locating errors and handling corrections • backup and restore of data files.

In addition you can look at more advanced issues including: • electronic stock control • electronic purchase and sales orders • electronic sales invoices • depreciation • accrual and prepayments • exporting data into Word and Excel • year-end, budgets, editing the chart of accounts • complex journals.

*Sage Payroll* is currently not available due to software issues.

**Note: All of this cannot be achieved in a single enrolment block.**

#### **How will I be learning?**

This is a 'non-accredited Workshop', operating at different levels within one class, where learners will be working on individual topics/worksheets at your own pace with tutor support. This involves a series of bookkeeping tasks with set answers that progressively build up and develop your skills and understanding. Additional tutor demonstrations and guidance will be given where necessary.

#### **What equipment will I need?**

You will need a PEN and a 'usb memory stick' is useful.

***How will I know if I am making progress?***

You self-check your work against the set answers that are cross checked by the tutor, together with tracking on a learner portfolio document.

Optional at an additional cost is accreditation/certification based on an IAB Computerised Bookkeeping exam. This is at the discretion of the tutor, where the learner has completed the necessary work to the required standard (usually this takes several modules).

***What course work will I be expected to complete?***

A series of set, progressive exercises at an appropriate level. There is no limit to what you cover in or out of class.

***What can I expect to learn from this course?***

Outcomes (see '*What will the course involve*' outlined previously), vary depending upon aptitude and prior knowledge and are set by agreement in an individual learning portfolio. Your own Sage bookkeeping issues can be looked at where appropriate.

***Will I need to cover anything in addition to the course fee?***

Accreditation/certification requires an additional exam entry fee.

***What other training programmes and progression opportunities are there?***

It can assist in employment by introducing you to one of the most commonly used accounting/bookkeeping software programmes. It can assist in other courses such as AAT. You can also reenrol to do further Sage modules.

If you require in-depth advice on progression opportunities or guidance on career choices please contact our Information Advice and Guidance Officers on 0845 600 1331. For general information about other courses, contact us on the same number or check out the website [www.lancashire.gov.uk/adultlearning](http://www.lancashire.gov.uk/adultlearning)