



## Accounting & Finance Courses

### SHORT COURSES

#### SAGE Line 50 - Computerised Accounts

- Stage I
- Stage II
- Stage III

# Accounting & Finance Courses

## Sage Line 50 - Stage I



Sage Line 50 is the accounting solution for small to medium-sized businesses. At Goldsmith IBS, we train you either in groups or as bespoke, private options. This training course provides the basic knowledge required to operate Sage Line 50. It is a 'hands-on' course; delegates will learn to maintain ledger accounts, input opening balances and process journals through to production of VAT and relevant management reports. In addition, delegates will cover bank transactions and reconciliation, maintenance and use of the Sales, Purchase and Nominal Ledgers and Stock control. In all, it provides a solid background for the day-to-day use of the Sage Line 50 package in a commercial environment.

Course Title:	<ul style="list-style-type: none"> <li>Sage Line 50 (Stage I)*</li> <li>* A Certificate of Competence will be issued by a Chartered Certified Accountant to verify your competence in using this Transaction Processing System (TPS)</li> </ul>
Duration:	<ul style="list-style-type: none"> <li>One (1) week to One (1) month - depends on you.</li> </ul>
What are the Entry requirements?	<ul style="list-style-type: none"> <li>No prior accounting or bookkeeping qualification required</li> </ul>
When can I commence study?	<ul style="list-style-type: none"> <li>As arranged with you (Available on part-time mode only)</li> </ul>
What will I study?	<p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Introduction to Sage Line 50</li> <li>Program Basics &amp; Getting Started</li> <li>Account Names &amp; Numbers</li> <li>Bank Receipts &amp; Payments</li> <li>Financials &amp; Reports</li> <li>Customers &amp; Suppliers</li> <li>Service Invoices</li> <li>Products &amp; Stock Control</li> <li>Product Invoices, Credit Notes</li> <li>Reviewing Your Accounts</li> <li>Sending Statements</li> <li>Customer Receipts &amp; Activity review</li> <li>Purchase Invoices &amp; Supplier Payments</li> <li>More about the Nominal Ledger</li> <li>More about Bank Accounts &amp; Bank Reconciliation</li> <li>Recurring Entries</li> <li>VAT Returns, Reports &amp; Information</li> <li>The Active Set-up Wizard</li> </ul>
What will I receive to support me?	<ul style="list-style-type: none"> <li>Training Manual</li> <li>CD-ROM</li> <li>Exercise file</li> <li>Tutor Support</li> </ul>
How is the course assessed?	<ul style="list-style-type: none"> <li>Internal Assessment only</li> </ul>
Any Exemptions?	<ul style="list-style-type: none"> <li>None</li> </ul>
What next after the course?	<ul style="list-style-type: none"> <li>Take up position as a Bookkeeper or Accountant within industry</li> <li>Proceed to the International Association of Bookkeepers' (IAB) Exams.</li> </ul>
Can I combine this with another course?	<ul style="list-style-type: none"> <li>Yes, you may consider taking up a course in Excel and/or Sage Payroll to supplement this course.</li> </ul>
What is the tuition fee?	<p><b>Home (including Non-Visa candidates):</b></p> <ul style="list-style-type: none"> <li>All candidates - £300 per module (Includes study and practice texts)</li> </ul> <p><b>International (Visa) candidates:</b></p> <ul style="list-style-type: none"> <li>All candidates - £300 per module (Includes study and practice texts)</li> </ul>
What are my future opportunities?	<ul style="list-style-type: none"> <li>Seek and obtain employment in the field of Accounting, Bookkeeping or Administration anywhere in the world.</li> <li>Proceed to the IAB, AAT, ACCA or CIMA qualifications</li> <li>Proceed to University Education or Sage Stage II</li> </ul>
What if I need further information?	<ul style="list-style-type: none"> <li>Contact us on:           <ul style="list-style-type: none"> <li>Tel: 0207 820 8212</li> <li>Email: info@goldsmithibs.com</li> </ul> </li> </ul>

# Accounting & Finance Courses

## Sage Line 50 - Stage II



Sage Line 50 is the accounting solution for small to medium-sized businesses. At Goldsmith IBS, we train you either in groups or as bespoke, private options. This training course provides the basic knowledge required to operate Sage Line 50. It is a 'hands-on' course; delegates will learn to maintain ledger accounts, input opening balances and process journals through to production of VAT and relevant management reports. In addition, delegates will cover bank transactions and reconciliation, maintenance and use of the Sales, Purchase and Nominal Ledgers and Stock control. In all, it provides a solid background for the day-to-day use of the Sage Line 50 package in a commercial environment.

Course Title:	<ul style="list-style-type: none"> <li>Sage Line 50 (Stage II)*</li> </ul> <p>* A Certificate of Competence will be issued by a Chartered Certified Accountant to verify your competence in using this Transaction Processing System (TPS)</p>
Duration:	<ul style="list-style-type: none"> <li>One (1) week to One (1) month - depends on you.</li> </ul>
What are the Entry requirements?	<ul style="list-style-type: none"> <li>Sage Computerised Accounts - Stage II</li> </ul>
When can I commence study?	<ul style="list-style-type: none"> <li>As arranged with you (Available on part-time mode only)</li> </ul>
What will I study?	<p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Getting Started</li> <li>Prepayments &amp; Accruals</li> <li>Fixed Assets &amp; Depreciation</li> <li>Delivery Addresses &amp; Entering Purchase Orders</li> <li>Purchase Order Skeletons &amp; Processing Purchase Orders</li> <li>Product Records &amp; Purchase Orders, BOMs &amp; Product Transfers</li> <li>Product Pricing Options</li> <li>Entering Sales Orders, Sales Order Skeletons &amp; Processing Sales Orders</li> <li>More about Sales Invoices &amp; Credit Control</li> <li>Using the Search Option</li> <li>Statements &amp; Account Letters</li> <li>Late Payment &amp; Legislation</li> <li>Writing Off Bad Debts</li> <li>The Sage Task Manager &amp; paying Bills using the Sage Task Manager</li> <li>The Active Set-up Wizard</li> </ul>
What will I receive to support me?	<ul style="list-style-type: none"> <li>Training Manual</li> <li>CD-ROM</li> <li>Exercise file</li> <li>Tutor Support</li> </ul>
How is the course assessed?	<ul style="list-style-type: none"> <li>Internal Assessment only</li> </ul>
Any Exemptions?	<ul style="list-style-type: none"> <li>None</li> </ul>
What next after the course?	<ul style="list-style-type: none"> <li>Take up position as a Bookkeeper or Accountant within industry</li> <li>Proceed to the International Association of Bookkeepers' (IAB) Exams.</li> </ul>
Can I combine this with another course?	<ul style="list-style-type: none"> <li>Yes, you may consider taking up a course in Excel and/or Sage Payroll to supplement this course.</li> </ul>
What is the tuition fee?	<p><b>Home (including Non-Visa candidates):</b></p> <ul style="list-style-type: none"> <li>All candidates - £300 per module (Includes study and practice texts)</li> </ul> <p><b>International (Visa) candidates:</b></p> <ul style="list-style-type: none"> <li>All candidates - £300 per module (Includes study and practice texts)</li> </ul>
What are my future opportunities?	<ul style="list-style-type: none"> <li>Seek and obtain employment in the field of Accounting, Bookkeeping or Administration anywhere in the world.</li> <li>Proceed to the IAB, AAT, ACCA or CIMA qualifications</li> <li>Proceed to University Education or Sage Stage III</li> </ul>
What if I need further information?	<ul style="list-style-type: none"> <li>Contact us on:           <ul style="list-style-type: none"> <li>Tel: 0207 820 8212</li> <li>Email: <a href="mailto:info@goldsmithibs.com">info@goldsmithibs.com</a></li> </ul> </li> </ul>

# Accounting & Finance Courses

## Sage Line 50 - Stage III



Sage Line 50 is the accounting solution for small to medium-sized businesses. At Goldsmith IBS, we train you either in groups or as bespoke, private options. This training course provides the basic knowledge required to operate Sage Line 50. It is a 'hands-on' course; delegates will learn to maintain ledger accounts, input opening balances and process journals through to production of VAT and relevant management reports. In addition, delegates will cover bank transactions and reconciliation, maintenance and use of the Sales, Purchase and Nominal Ledgers and Stock control. In all, it provides a solid background for the day-to-day use of the Sage Line 50 package in a commercial environment.

Course Title:	<ul style="list-style-type: none"> <li>Sage Line 50 (Stage III)*</li> </ul> <p>* A Certificate of Competence will be issued by a Chartered Certified Accountant to verify your competence in using this Transaction Processing System (TPS)</p>
Duration:	<ul style="list-style-type: none"> <li>One (1) week to One (1) month - depends on you.</li> </ul>
What are the Entry requirements?	<ul style="list-style-type: none"> <li>Sage Computerised Accounts - Stage II</li> </ul>
When can I commence study?	<ul style="list-style-type: none"> <li>As arranged with you (Available on part-time mode only)</li> </ul>
What will I study?	<p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Getting Started</li> <li>Importing Data</li> <li>Setting up Departments, Budgets &amp; Discounts</li> <li>Raising Quotes, Creating Orders &amp; Invoices from Quotes</li> <li>Proforma Invoices</li> <li>Currency Rates and the Euro</li> <li>Invoicing in Euros &amp; Receiving Payments in Euros</li> <li>Paying Foreign Currency Invoices</li> <li>Contra Entries</li> <li>Batch Payments</li> <li>Changing Posted Records</li> <li>Global Changes</li> <li>The Opening and Closing Stock Wizard</li> <li>Report Designer</li> <li>Analysing Budgets &amp; Departments</li> <li>The Audit Trail</li> <li>Setting Passwords &amp; Access Rights</li> </ul>
What will I receive to support me?	<ul style="list-style-type: none"> <li>Training Manual</li> <li>CD-ROM</li> <li>Exercise file</li> <li>Tutor Support</li> </ul>
How is the course assessed?	<ul style="list-style-type: none"> <li>Internal Assessment only</li> </ul>
Any Exemptions?	<ul style="list-style-type: none"> <li>None</li> </ul>
What next after the course?	<ul style="list-style-type: none"> <li>Take up position as a Bookkeeper or Accountant within industry</li> <li>Proceed to the International Association of Bookkeepers' (IAB) Exams.</li> </ul>
Can I combine this with another course?	<ul style="list-style-type: none"> <li>Yes, you may consider taking up a course in Excel and/or Sage Payroll to supplement this course.</li> </ul>
What is the tuition fee?	<p><b>Home (including Non-Visa candidates):</b></p> <ul style="list-style-type: none"> <li>All candidates - £300 per module (Includes study and practice texts)</li> </ul> <p><b>International (Visa) candidates:</b></p> <ul style="list-style-type: none"> <li>All candidates - £300 per module (Includes study and practice texts)</li> </ul>
What are my future opportunities?	<ul style="list-style-type: none"> <li>Seek and obtain employment in the field of Accounting, Bookkeeping or Administration anywhere in the world.</li> <li>Proceed to the IAB, AAT, ACCA or CIMA qualifications</li> <li>Proceed to University Education</li> </ul>
What if I need further information?	<ul style="list-style-type: none"> <li>Contact us on:</li> </ul> <p>Tel: 0207 820 8212 Email: <a href="mailto:info@goldsmithibs.com">info@goldsmithibs.com</a></p>