PRINGLE

Accounts | Sage

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Cost: £1,200 Classroom Booking
Per Delegate: £600 Per Person + VAT (Min 2 People)
Duration: 2 Days or 4x3 Hour Session

The Sage courses will provide you with everything that you need to enhance their skills and knowledge in Accounting & Payroll Administrating.

Whether you're looking for a role as an Accountant, Payroll Administrator, Bookkeeper or Small Business Owner, these Sage training programs are ideal for you. You'll be given all the necessary training to make sure that you are fully prepared and up to date with the latest legal requirements including RTI. Training will involve all aspects of PAYE including income tax, national insurance contributions, SSP and SMP.

SAGE 50 - ACCOUNTING COURSE

Code: PCSSAGE01 | 1 Day or 2x3 Hour Sessions | Level: Accounting

Record, classify and report on business transactions without any flaw with this training course. Make it easier to handle the financial data and maintain cash flow with the skills and knowledge you will learn. Learn how to develop organised financial statements and manage invoices online with automation systems.

SAGE 50 | SAGE PAYROLL TRAINING | PAYROLL ADMINISTRATOR

Code: PCSSAGE02 | 1 Day or 2x3 Hour Sessions | Level: Payroll Administrator

If you're looking for a role as a Payroll Administrator or supervisor then Sage Payroll training program is ideal for you. You'll be given all the training to make sure that you are fully prepared and up to date with the latest legal requirements including RTI. Training will involve all aspects of PAYE including income tax, national insurance contributions, SSP, SMP and related payroll forms using Sage 50 Payroll.

Sage 50 - Accounts

SAGE 50 - ACCOUNTING COURSE

Code: PCSSAGE01 | 1 Day or 2x3 Hour Sessions | Level: Accounting

Record, classify and report on business transactions without any flaw with this training course. Make it easier to handle the financial data and maintain cash flow with the skills and knowledge you will learn. Learn how to develop organised financial statements and manage invoices online with automation systems.

WHO IS THIS COURSE FOR?
- Aspiring Accountants and Bookkeepers
- Small business owners
- Anyone looking for a formal qualification in Sage 50
- Accounting professionals who want to build their proficiency in Sage 50

COURSE REQUIREMENTS
- No previous experience of Accounts is required however the delegate should have knowledge in basic computer skills i.e., how to use a mouse and keyboard

YOU WILL LEARN
- How to amend the nominal ledger and create a nominal ledger report
- How to add new suppliers and create a supplier report
- How to create customer batch invoices, with step-by-step guidance
- How to post supplier credit notes and supplier invoices
- How to report customer account activity and supplier account activity
- How to manage petty cash transactions and post sundry payments
- How to prepare a VAT return, trial balance, and reconcile the bank
- How to create a month-end report and wages journal report

COURSE CONTENT
- Opening Journals
- Reports Trial Balance
- Reverse the Opening Accrual
- Amend the Nominal Ledger
- Customer Report
- Add New Suppliers
- Supplier Report
- Customer Invoices
- Post Credit Notes
- Customer Account Activity Details
- Aged Debtors Breakdown
- Post Supplier Invoices
- Post Supplier Credit Notes
- Aged Creditors Info
- Supplier Cheques
- Supplier Payments Details Report
- Report of The Customer Receipts
- Petty Cash Transactions
- Report PDF of Chq Transfers
- Report Showing Bank Payments
- Vat Return Detail Report
- Reconcile the Bank
- Unreconciled Bank Report
- Wages Journal Report
- Month End Adjustment Journals
- Report Trial Balance
- PNL Report
- BS Report

Sage 50 - Payroll

SAGE 50 | SAGE PAYROLL TRAINING | PAYROLL ADMINISTRATOR

Code: PCSSAGE02 | 1 Day or 2x3 Hour Sessions | Level: Payroll Administrator

If you're looking for a role as a Payroll Administrator or supervisor then Sage Payroll training program is ideal for you. You'll be given all the training to make sure that you are fully prepared and up to date with the latest legal requirements including RTI. Training will involve all aspects of PAYE including income tax, national insurance contributions, SSP, SMP and related payroll forms using Sage 50 Payroll.

WHO IS THIS COURSE FOR?
- Those who have no prior experience or qualification in accountancy
- Candidates currently studying ACCA, AAT, FIA, CIMA, CIPFA or other accountancy and payroll qualifications but have no practical accountancy and payroll experience
- Candidates with overseas accounting and payroll experience but not within the UK
- Candidates new to Computerised accounting and payroll
- Candidates new to accounting and payroll, looking forward to maintaining their own accounts and payroll records to reduce their costs

COURSE REQUIREMENTS
- No previous experience of Payroll is required however the delegate should have knowledge in basic computer skills i.e., how to use a mouse and keyboard

COURSE CONTENT
- Understanding UK legislation relating to payroll
- PAYE and NIC contributions using Sage payroll 50
- Adding employees and creating pay elements
- Processing payments and generating pre-update reports
- Employer Alignment Submission (EAS), Full Payment Submission (FPS)
- Employer Payment Summary (EPS), National Insurance Verification Request (NVR)
- Departments and Employee Analysis
- Calculating and processing SSP, SMP and SPP
- Updating software with leavers and joiners and generating the forms (P45 and P46)
- Understanding year-end procedures
- Generating pay slips and submitting PAYE to HMRC on behalf of employees
- Issuing P60's to employees at the end of tax year