

**Cost: £3600 Classroom Booking**  
**Per Delegate: £1,800 Per Person + VAT (Min 2 People)**  
**Duration: 6 Days or 12x 3 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.



## Course Description:

This Account Management Programme is a 6-day course that can be split in 12x 3-hour sessions containing each of the below training courses;

- Account Management KPI
- Account Management
- Linking Sage to Excel
- Sage Report Designing

This training is tailored to your company's working environment, to include procedures, tasks and issues that your accounts staff have to face on a daily or monthly basis.

The training can be delivered over a six-week period (1 session per week). Training can be held at PCS training suite or your site.





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### Who Is This Course For?

- This accounts management programme is aimed at staff who are new to the roles and responsibilities of accounting, but also for experienced managers who wish to improve their own accounting skills. These skills will be covered in interactive sessions to ensure you have a clear understanding of the role and the ability to develop this crucial position.

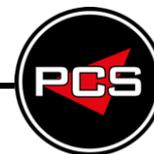
### Course Requirements

- 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

### What You Will Learn:

- Read and analyse P&L accounts
- Understand the various terms and measurements and apply them practically in your business
- Understand the difference between profit and cash flow
- Take the lead on credit control and pricing to maximise profit
- Understand why a balance sheet exists and the statutory filing needed
- Able to ask questions that uncover hidden or vague details
- Create new reports and amend standard reports and page layouts
- Report Designer to fully customise your reports and layouts.
- Drillable management accounting reporting with difference summary levels.
- Budget v Actuals variance reporting





## Course Contents:

### Account Management KPI

- Operating cash flow
- Working capital
- Current ratio
- Debt to equity ratio
- LOB revenue vs. target
- LOB expenses vs. budget
- Accounts payable turnover
- Accounts receivable turnover
- Inventory turnover
- Return on equity
- Quick ratio
- Customer satisfaction

### Account Management

- Basic accounting terminology/glossary
- The nominal ledger and chart of accounts
- Double entry bookkeeping
- What to debit and what to credit
- Producing a trial balance
- The component parts of profit and loss and balance sheet
- How to read, interpret and present management accounts
- Selecting financial and non-financial information for management decision-making purposes
- Using formulas and functions to generate relationship between two financial variables and converting data into useful management reports
- Product and Revenue Analysis with Sage and Excel
- Divisional sales and cost analysis for decision-making purposes
- Divisional Performance Measurement and Control
- Cost control through variance analysis

### Linking Sage to Excel

- Sage Excel integrated reporting
- Tables and variables
- ODBC Setup and using Microsoft Query
- Sage add-in Excel integrated reporting
- Sage functions
- Filtering
- Subtotalling
- Pivot Tables
- Linking raw data sheets

### Sage Report Designing

- Understanding Sage reporting
- Creating new reports
- Using the report wizard
- Editing/changing existing reports
- Saving reports
- Using sorts
- Adding Groups/Subtotals/Grand Totals
- Using expressions
- Creating filters to specific information
- Adding ranges to a report
- Adding criteria to a report
- Conditional properties
- Printing and page setup
- Linking Sage to Excel

**\*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

