

COURSE TITLE	SAGE LINE 50 - Stage 2 & 3
COURSE AIM	This course has been designed to enable the trainee to understand the concepts of Sage and prepare bookkeeping up to final accounts stage and generate reports. A qualification in Accounts is therefore necessary in order to be able to follow the course.
COURSE CONTENTS	<p style="text-align: center;">Stage 2</p> <ol style="list-style-type: none"> 1. Bank Reconciliation 2. Credit Control Reports 3. Credit Control Preventative Measures 4. Credit Control Remedial Measures 5. Write Off Bad Debts 6. Fixed Assets & Depreciation 7. Prepayments & Accruals 8. Financial Reports 9. Departmental & Budget Reports 10. Microsoft Excel Integration 11. VAT Return Preparation 12. VAT Return Production 13. Financial Year End 14. Multi Company & Consolidation <p style="text-align: center;">Stage 3</p> <ol style="list-style-type: none"> 1. Planning a Stock System 2. Creating Product Records 3. Cost of Sales & Opening Balances 4. Preparing for Purchase Order Processing 5. Purchase Order Processing 6. Customer Discounts 7. Preparing for Sales Order Processing 8. Sales Order Processing 9. Stock Take & Period End 10. Bill of Materials 11. Sales Invoices & Credit Notes 12. Quotes & Proformas 13. Recurring transactions, Skeletons & Duplicates 14. Year End & Global Changes 15. Foreign Trade 15.
DURATION	23hours per Module <i>The duration includes also Training Manuals and Exams.</i>



SCHEDULE	Two times a week, evenings.
VENUE	At the ETC Training Complex in Hal Far.
ELIGIBILITY	Compulsory Accounts O' Level and preferably competent in Stage 1.
FEE	The course is provided free of charge by ETC. A fee of €65.00 is charged for the application of the Sage exam.
CERTIFICATION	A Certificate of Achievement is issued by ETC at the end of the course.

