

# Sage Courses

Below is an overview of the courses we can offer. To find out which of these courses are running our open programmes please use the 'find a course' facility on our web site and search for courses in your area using the relevant filters to narrow down your search. Open courses cost from £120 +VAT for a 1 day course.

All of our IT courses can be tailored to suit your specific requirements and delivered at your office or a convenient location of your choice. We supply all the necessary hardware. Our in-house courses cost from £1100 +VAT per full day or from £815 +VAT per half day plus travelling expenses which represents excellent value for money when training six or more people. With our excellent reputation for quality training you can be confident the speaker and supporting documentation will be of the highest standard.

## Sage 50 –Set Up and Processing Cycles

Attendance on this course will teach staff how to set up Sage 50 and to take advantage of key options. The course will also cover the typical monthly processing cycle, including transaction processing, reconciliations and setting up and running the month end update.

## Sage 50 Report Designer

This course will teach staff to modify existing reports/layouts and to write new ones.

## Sage 50 The Advanced Modules

This course will cover the Report Designer in the morning session, where participants will be taught how to create some useful reports. The afternoon is divided into 3 sessions - a problem solving client case study, an overview of the Products, Order Processing and Invoicing modules and finally, a brief look at the project costing and foreign trader modules.

## Sage 50 for the Business Advisor\*

This course is designed to arm the auditor with sufficient knowledge to feel comfortable with the system when advising/assisting clients, setting up the system and at year-end.

## Sage Financial Forecasting (V.2007) (basic)

This course will cover setting up and configuring a forecast for a client, including various reports and schedules.

## Sage Financial Forecasting (V.2007) (advanced)

This follows on from the basic Forecasting course. The advanced attributes of the package covered will include: Stock, Multi-currency, Factoring, Tailoring Reports and creating hot links.

## Sage Payroll (Introductory)

This course covers a complete payroll processing cycle, from company set-up to period end update.

*Maximum 12 delegates except where indicated \**



### Open courses:

To see which IT courses are available in our open programmes search online at [www.mercia-group.co.uk/training/it.htm](http://www.mercia-group.co.uk/training/it.htm)

### In house courses:

If you are interested in checking available dates or discussing your requirements further contact [liz.coates@merciam-group.co.uk](mailto:liz.coates@merciam-group.co.uk) or call her on 0116 258 1200.