



VAWF

Churchill Business Centre
6 Church Hill
London. E17 3RY
020 8521 0377

www.voluntaryaction-wf.org.uk

Training Information and Booking Form

sangita@voluntaryaction-wf.org.uk

Computerised Accounts using Sage Line 50 Beginners to Intermediate

Thursday 18 February 2010 VF's members, £80 for other non for profit organisations
18th & 19th February 2010 10am to 3pm, including light lunch

**The Outset Centre, Fredrick Street Off St James Street, Walthamstow, London.
E17 3JF**

This course is intended for those who are responsible for preparing accounts and would like to use Sage Line 50 program

See the advantages of computerised accounting.

Learning Outcomes:

At the end of the course you will be able:

- *To transfer opening balances of customers and suppliers from manual to computerised accounting
- *To transfer nominal ledger balances from manual to computerised accounting
- *Extracting opening trial balances
- *Inputting day to day transactions to maintain computerised records
- *To transfer nominal ledger balances from manual to computerised accounting

Booking Form for:

Computerised Accounts using Sage Line 50 Beginners to Intermediate level

18-Feb-10 18th & 19th February 2010 10am t

Delegate Details:

Organisation	<input type="text"/>		
Address	<input type="text"/>	Telephone	<input type="text"/>
		Delegate Name	<input type="text"/>
		Email	<input type="text"/>
		Special Requirements	<input type="text"/>

Please return this form to:
Voluntary Action Waltham Forest,
Upper Ground Floor, Churchill Business Centre
6 Church Hill, London E17 3RY
with your cheque made out to VAWF.

We ask members for a **refundable** cheque of £15 per course, payable a time of booking. Please respect diversity in learning sessions, give 48 hours notice of cancellation and be punctual.

Not sure if you are a member? Call us or see www.voluntaryaction-wf.org.uk/members