



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

Free for members, £80 for other non for profit

18th & 19th February 2010 10am to 3pm, including light lunch

Venue TBC

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