SAGE
Brochure
2019-20

OSBORNE TRAINING

#1 Official SAGE Training Provider in UK

4.97
★
REVIEWS

4.3
Google
Reviews ★★★★★
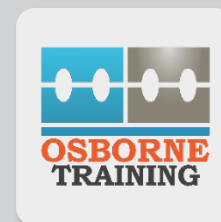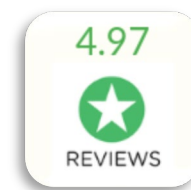
Osborne Training

9 Skylines Village,
Canary Wharf
London
E14 9TS
CALL: +44 203 608 7179

Welcome to Osborne Training

Congratulations!!

You've made the first step towards achieving your Sage qualifications and getting ahead in your career. Sage Training Certification from **Osborne Training** is highly regarded by top employers all over UK.

As a Sage qualified you could earn over £50,000+ in UK.

Why Osborne Training?

The UK's largest SAGE Training Provider

We train more students than any other Sage provider and have many years of experience in classroom and online learning.

Expert Tutors Available via Email and Online

Our handpicked expert Tutors specialise in teaching Sage Courses throughout. They have many years of experience helping freshers to get qualified and will be available to support you throughout your course.

State of The Art Virtual Learning Campus

We have won many recognitions for our Virtual Learning Campus to improve your online learning experience. Including nomination from PQ Magazine.

Comprehensive Business Scenario

We want you to succeed. During the training, tutor will make you familiar with Sage software by using number of Business scenarios to make learning

Various Study Options

We deliver Sage Training courses in variety of ways. You may join in campus (Classroom-Based) or Online Live with Interactive sessions or Distance Learning with self-study.

Achieve Better Results

We follow the syllabus into small, manageable learning units because we know, from our experience, that people learn best from taking small steps and consolidating their knowledge as they go along.

Access to Ample Study Materials

Sage learning resources are created specially for Sage Students by our expert Sage Professional tutors.

Career Planning, CV Session, Job Hunting

On completion, Students can get access to resource rich Career Hub developed by Osborne Training to develop an insight career plan, a Sage professional CV and job-hunting tips.

About Sage

Sage is one of the largest vendors for Accounting, Bookkeeping and Payroll software in the world. Sage is at the centre of today's technology revolution, developing innovations that not only help businesses run like never before, but also improve the lives of people everywhere.

As the market leader in finance application software, Sage helps companies of all sizes and industries run better. From back office to boardroom, warehouse to storefront, desktop to mobile device – Sage empowers people and organizations to work together more efficiently and use business insight more effectively to stay ahead of the competition. Sage applications and services enable thousands of SME and large businesses to operate profitably, adapt continuously and grow sustainably.

Some of The Businesses in UK Using Sage Successfully

Prudential   Waitrose   Goldman Sachs   Harrods   JAGUAR

Why Sage As A Career?

✓ Earning Potential £50,000+ annually in UK and worldwide. (Click Here to find more on recent Sage Salary trend)

✓ Sage skills in high demand due to shortage of people with Sage expertise.

✓ Sage Certification helps you to stay ahead in the game and fast track your career as a Sage professional.

✓ Worldwide opportunities, as well as financially secure and long-lasting career.

✓ Additionally, notwithstanding the fact many employers consider Sage skills as absolutely essential for prospective payroll and accounting positions, Sage software is also great for anyone looking to start their own business.

✓ Making the right decision about your next career move will have a huge impact on you and everything else you do. Be smart about your next move and choose to train with the best who understands you and your Sage career.

Sage Courses Offered

Sage 50 Accounts Training

Level 1 – Level 3

Sage 50 Payroll Training

Level 1 – Level 3

Sage 50 Payroll + Sage 50 Accounts Training

Level 1 – Level 3

Study Options

CLASSROOM-BASED SAGE LIVE TRAINING

We offer daytime or weekend sessions for classroom-based training, where an experienced Tutor goes through the whole Sage Training course at our Canary Wharf-London, Watford, and Birmingham campus.

INSTRUCTOR-LED ONLINE LIVE TRAINING

Students attending training through Online LIVE Training have a real time, Live Instructor Led student experience through our Virtual Learning Campus. Online LIVE Training provides an engaging live classroom environment that allows students to easily interact with instructors and fellow students in-person virtually.

Additionally, you also get access to recorded lecture sessions even after the session completed.

Find more on: https://www.osbornetraining.org/accounting-courses-online/

DISTANCE LEARNING

It is a self-study option where you study at your own pace. You will be given access to Virtual Learning Campus where you can access study materials and software related to your course. You can also contact a tutor by phone or email if you need any tutorial support.

Sage 50 Accounts Training

OVERVIEW:

Becoming certified in Sage 50 Accounts allows you to prove your proficiency in the software, as well as learning to manage your cash flow, invoicing, banking, customers, suppliers and VAT at the touch of a button.

Perfect for anyone looking to work for an SME or make an impact with large employers.

PREREQUISITE:

Basic IT and Accounting knowledge

STUDY OPTIONS:

LEVEL	CLASSROOM BASED	ONLINE LIVE	DISTANCE LEARNING
Level 1	Yes	Yes	NO
Level 2	Yes	Yes	NO
Level 3	Yes	Yes	NO
Level 1 – Level 3	Yes	Yes	Yes

Sage 50 Accounts - Course Syllabus

LEVEL 1	LEVEL 2	LEVEL 3
• Working with Sage 50 Accounts Program Basics • Creating Account names, Numbers & Bank Payments • Financials • Bank Reconciliations • Generating Customers Invoices • Products • Monitoring Customer Activity • Generating Product Invoices & Credit Notes • Compiling & Sending Customer Statements • Creating Customer Receipts & Purchase Invoices • Supplier Payments • Managing Recurring Entries • Generating Reports & Information • The Active Set-Up Wizard • VAT Changes	• An overview of the Sage 50 program • Entering opening balances, preparing and printing a trial balance • Creating customer records • Creating supplier records • Setting up opening assets, liabilities and capital balances, • Producing routine reports • Checking data, • Entering supplier invoices • Posting error corrections, amending records • Invoicing, generating customer letters, entering new products, checking communication history • Banking and payments, producing statements, petty cash • Audit trails, correcting basic entry errors, reconciling debtors and creditors • Creating sales credit notes, • Processing purchase credit notes • Preparing journals • Verifying Audit Trail • Purchase orders, processing sales orders • Processing Trial Balance • Creating Backups • Restoring data • Writing-off bad debts	• Creating a Chart of Accounts to Suit Company Requirements • Sole Trader Accounts preparation • The Trial Balance preparation • Errors in the Trial Balance • Disputed Items • Use of the Journal • Prepare and Process Month End Routine • Contra Entries • The Government Gateway and VAT Returns • Bad Debts and Provision for Doubtful Debts • Prepare and Produce Final Accounts • Exporting Data including Linking to Other Systems • Management Information Reports • Making Decisions with Reports Using Sage • Prepare and Process Year End Accounts and Archive Data • Final Accounts for Partnerships including Appropriation Accounts • The Fixed Asset Register and Depreciation • Accruals and Prepayments • Cash Flow and Forecast Reports • Advanced Credit Control

Sage 50 Payroll Training

OVERVIEW:

This course will validate your skills in one of the most popular payroll software solutions in the world. Aside from improving your product knowledge, you'll also learn to run automated calculations, and learn the latest safe and secure payroll best practices.

PREREQUISITE:

Basic IT and Accounting knowledge

STUDY OPTIONS:

LEVEL	CLASSROOM BASED	ONLINE LIVE	DISTANCE LEARNING
Level 1	Yes	Yes	NO
Level 2	Yes	Yes	NO
Level 3	Yes	Yes	NO
Level 1 – Level 3	Yes	Yes	Yes

Sage 50 Payroll Training - Course Syllabus

LEVEL 1	LEVEL 2	LEVEL 3
- Introduction to payroll - Employment legislation and statutes - Introduction to Real Time Information (RTI) - Preparing employee records - Starters – new employees - Calculation of Gross Pay - The PAYE and National Insurance systems - Creating Payslips and analysis - Creating Backups and Restoring data - Payment analysis - Processing National Insurance contributions - Voluntary deductions - Processing Leavers - Completing the payroll Procedures	- Deductions – Pension schemes and pension contributions - Processing the payroll – introduction to the PAYE system - Processing the payroll – income tax - Processing the payroll – National Insurance contributions - Voluntary deductions - Student Loan repayments - Attachment of Earnings Orders & Deductions from Earnings Orders - Processing Leavers - Introduction to statutory additions and deductions - Processing Statutory sick pay (SSP) - Processing Statutory Paternity Pay (SPP) - Statutory paternity pays and paternity leave - Completing the processing of the payroll - Creating Pay slips and analysis - Reports and payments due to HMRC	- Advanced processing of the payroll for employees - Preparation and use of period end HMRC forms and returns - preparation of internal reports - Maintaining accuracy, security and data integrity in performing payroll tasks. - Processing the payroll –complex income tax issues - Processing Payroll Giving Scheme - Processing Statutory Adoption Pay (SAP) and Statutory Maternity Pay (SMP) - Advanced Income tax implications for company pension schemes - Processing Holiday Payments - Processing Car Benefit on to the Payroll System - Leavers with complex issues - Advanced processing of statutory additions and deductions - Recovery of statutory additions payments – from HMRC - Completing the processing of the payroll - Complex Reports and payments due to HMRC - Cost Centre Analysis - Advanced, routine and complex payroll tasks - Calculation of complex gross pay

Our Students Speak!

"Career in Payroll is highly rewarding and challenging. It's really important to get the right training and direction to become successful. My skills in Sage Payroll helped me to achieve what I always cherished"

Sarah Khan
Payroll Manager

Total Sage Training

OVERVIEW:

Starting our Total Sage Training courses will enhance your career potentials and give you the skills and knowledge you need to get started in Finance and Accountancy Industry.

Total Sage Training courses are combined with Sage 50 Accounts (Level 1- Level 3) and Sage 50 Payroll Training (Level 1- Level 3).

PREREQUISITE:

Basic IT and Accounting knowledge

STUDY OPTIONS:

COURSE	CLASSROOM BASED	ONLINE LIVE	DISTANCE LEARNING
Total Sage Training	Yes	Yes	Yes

OPTIONAL JOB PLACEMENT:

With this course students may be eligible for a 3 months Voluntary Job Placement with our sister firm **Osborne Certified Accountants**.

Our Students Speak!

"Being trained on Sage 50 Accounts and Payroll gave me upper edge to reach my dream job."

David Brown
Finance Manager

Certification from Sage (UK)

As Osborne Training is a Sage (UK) Approved training provider, you could gain the following qualifications provided that you book and register for exams and pass the exams successfully:

- **Sage 50c Computerised Accounting Course (Level 1)**
- **Sage 50c Computerised Accounting Course (Level 2)**
- **Sage 50c Computerised Accounting Course (Level 3)**

All exams are conducted online through Sage (UK).

Exam Fees Per assessment or per level including Registration: £175

Once you book an exam, you get access to Sage Qualifications online Portal for 6 months with additional practice materials. You can attempt to complete the online exam any time within that 6 months. Once completed, you get the digital certificate direct from Sage (UK).

As Osborne Training is a Sage (UK) Approved training provider, you could gain the following qualifications provided that you book and register for exams and pass the exams successfully:

- **Sage 50c Computerised Payroll Course (Level 1)**
- **Sage 50c Computerised Payroll Course (Level 2)**
- **Sage 50c Computerised Payroll Course (Level 3)**

All exams are conducted online through Sage (UK).

Exam Fees Per assessment or per level including Registration: £175

Once you book an exam, you get access to Sage Qualifications online Portal for 6 months with additional practice materials. You can attempt to complete the online exam any time within that 6 months. Once completed, you get the digital certificate direct from Sage (UK). All Sage Payroll Exams are conducted on Sage Cloud Based Software, the appearance may be very different on the Cloud Version comparing to the Desktop Version on which the training courses are based.

GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179

Flexible Payment Options

We do all we can to make your study affordable, so we offer a range of payment plans and funding options, and will work with you to find the right one for you.

STUDENT FINANCE

Osborne Training is one of the only training providers to offer up to 12-month payment plans with no interest at all.
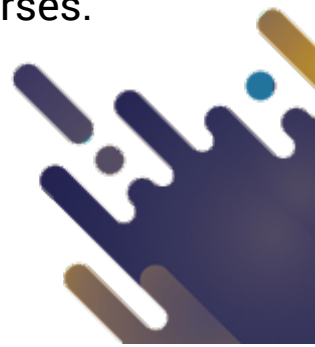
PAY IN FULL

You may also pay in full where you can afford and receive special promotional gift.

EMPLOYER FUNDING

Employers are increasingly investing in employee training and development to enhance performance in the workplace.

Why not speak to your employer, if you need help, let us know and our course advisor will be in touch with your employer to explain the benefits of the Sage training courses.

Tutorial Support - For Distance Learning Courses Only

HOW TUTORIAL SUPPORT WORKS?

You get tutorial support through your **VLC (Virtual Learning Campus)** Account.

Using Modern Technology of ticketing system, every query you send to the Tutorial Support Team creates a ticket with unique Ticket no. As soon as a response is being made you get email notification and you can login to your VLC Account to see the response.

We aim to respond to every ticket within two working days. In busy times it may take little longer.

If you prefer to have phone conversation with one of the tutors, you may send a message to the Tutorial Support Team with your phone number and one of the tutors will call you back from the Tutorial Support Team.

Please note, phone supports are limited to maximum one hour per week and Tutorial Support Team may not be able to call you on your preferred time when call/caller volumes are high.

Contact Us

CALL: +44 20 3608 7179

EMAIL: courses@osbornetraining.org

WEBSITE: www.osbornetraining.org

OSBORNE TRAINING: London Campus
9 Skylines Village,
Canary Wharf
London
E14 9TS
United Kingdom
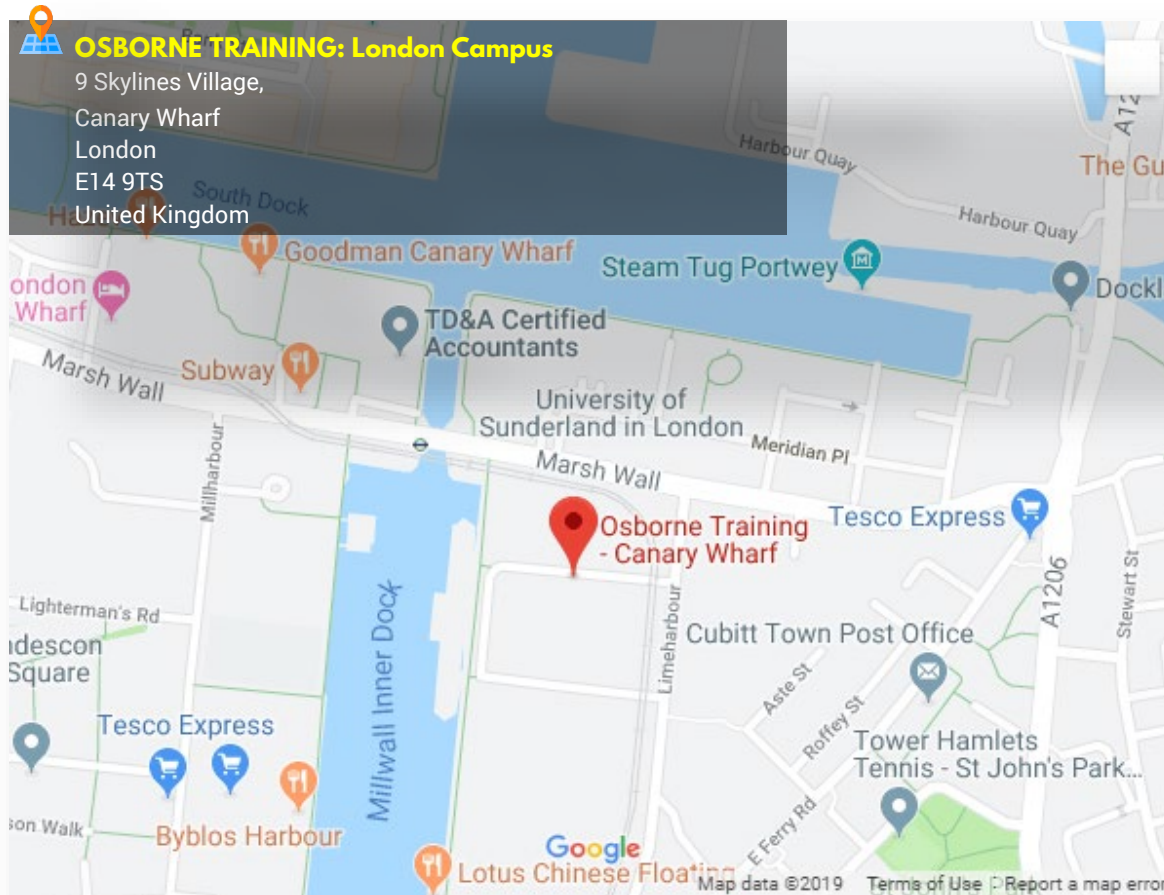
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