

Training Needs Analysis Form

Sage Line 50



Please take a few moments to complete this form. It will help us to determine your current skill level and design a tailored training programme to suit. Please be honest and accurate with your answers. Thank you.

Name:	
Company:	
Department:	

Have you used Sage Line 50 before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, which version of Sage Line 50 have you used? Please specify:			
How would you rate your existing skill level with Sage Line 50?	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
If you have not used Sage Line 50, have you used any other computerised accounting package before? Please specify:			
If you have used accounting software before, which of the following functions have you performed?	<input type="checkbox"/> Sales and Purchase Ledgers	<input type="checkbox"/> Bank, Nominal Ledger and Reporting	<input type="checkbox"/> Stock Control

In order to help us help you, please answer the questions on the following page with regard to performing specific tasks using sage Line 50.

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Task	How would you rate your knowledge of this task?			If none or minimal would you like to know more?	
	None	Minimal	Good	Yes	No
Selecting system defaults and settings	None	Minimal	Good	Yes	No
Creating and amending customer records	None	Minimal	Good	Yes	No
Recording batch sales invoices and credit notes	None	Minimal	Good	Yes	No
Generating invoices and credit notes from Sage	None	Minimal	Good	Yes	No
Using the credit control features & applying Late Payment charges	None	Minimal	Good	Yes	No
Generating customer statements, letters and mailing labels	None	Minimal	Good	Yes	No
Creating and amending supplier records	None	Minimal	Good	Yes	No
Recording purchase invoices and credit notes	None	Minimal	Good	Yes	No
Creating Nominal account records	None	Minimal	Good	Yes	No
Tailoring the Chart of Accounts	None	Minimal	Good	Yes	No
Posting journal entries	None	Minimal	Good	Yes	No
Recording receipts, payments, bank transfers & recurring entries	None	Minimal	Good	Yes	No
Reconciling the bank accounts	None	Minimal	Good	Yes	No
Creating fixed asset records and posting depreciation	None	Minimal	Good	Yes	No
Setting up and processing prepayments and accruals	None	Minimal	Good	Yes	No
Using the bad debt write off and contra entry automatic routines	None	Minimal	Good	Yes	No
Setting up product records and using the stock control features	None	Minimal	Good	Yes	No
Creating and processing purchase orders	None	Minimal	Good	Yes	No
Creating and processing sales orders	None	Minimal	Good	Yes	No
Applying search criteria	None	Minimal	Good	Yes	No
Producing financial reports	None	Minimal	Good	Yes	No
Completing the VAT return using Sage	None	Minimal	Good	Yes	No
Creating users and assigning access rights	None	Minimal	Good	Yes	No
File maintenance and period end routines	None	Minimal	Good	Yes	No
Backing up and restoring accounting data	None	Minimal	Good	Yes	No
Using graph options and exporting data to other applications	None	Minimal	Good	Yes	No
Are there any other topics, not shown above, which you would specifically like covered? Please specify:					