



london computer centre

Sage Line 50 WinForecast Training Outline

The Essentials of WinForecast Professional

Overview

This one day course gets right to the heart of the Sage WinForecast Professional package, helping you take full advantage of the many standard features within the software.

After this course you will be able to configure Sage WinForecast Professional to forecast the trading results for your business, to show predicted Profit and Loss, balance sheet and cashflow situations based upon data entered. You will also be able to conduct basic 'what if?' scenario analysis based on your company's trading information.

Who should attend?

The course is essential for everyone who wishes to learn about the standard features of Sage WinForecast Professional, and use them to the maximum benefit to you and your business.

Preparation

You should be familiar with the operation of the system, but do not require a detailed knowledge before you attend this course. It would be useful to have a clear idea of your own requirements and how Sage WinForecast Professional can work for your business.

Topics Covered

Start Up and Licence Control

Learn how to save time by pre-setting certain default information and how your licence will enable you to access your forecasts from different PC's.

Creation of New Forecasts

Learn how to create new forecasts and the various types of records that are available.

Setting up Forecast Records

Discover how to create both profit and loss and balance sheet records, and features available with them.

Entering the Data

Look at the methods available for the entry of the data, including 'hot-linking' to other Sage accounts packages or Excel spreadsheets.

Opening Balances

Learn how to enter the opening balances.

Customising Certain Elements of the Software

Learn how to configure the bank account, business tax, and dividends.

External Elements Affecting Sage WinForecast Professional

VAT rates, currencies, bank interest received and payable.

Importing from Sage Line 50 and Microsoft Excel

Discover how to deal with actual figures, including how to import them from Sage Line 50 and Microsoft Excel, and how to access Variance reports