



Sage Line 50 Stage 1

Training Outline

london computer centre

Understanding Sage Line 50

Overview

In just two days this course enables you to use the accounting features that are common to all software in the Sage Line 50 range. We recommend it to all Sage users as essential training because it covers many routines that are fundamental to problem-free accounting.

This course also introduces the Sage Forecasting software which is included free with Sage Line 50.

After this course you will be able to use Sage Line 50 software to operate or manage core functions for your company. This will increase business efficiency and save valuable time.

Who should attend?

The course is aimed at both operators and managers. Typically you would attend after your own introductory inspection of the program.

Preparation

We recommend that you familiarise yourself by opening the software to have a look at the basic layout and menu structure. You should also be familiar with basic business terms such as invoice, VAT, double entry and so on. If you are not familiar with them, we recommend that you first attend our Introduction to Bookkeeping course.

Topics Covered

Basic Concept

Gain an overview of the three integrated ledger systems - nominal, sales and purchase.

Key Decisions Prior to Setup

Learn about key decisions: basic configuration, account coding structures, layout of accounts, profit/loss and balance sheet design.

Creating Accounts

Discover a basic routine for creating accounts, plus time saving tips and how to maximise reporting options.

Opening Balances

Understand the choice of methods and implications for VAT cash accounting, and find out how to make checks against the previous system.

Data Entry Routines

Learn how to record invoices and credit notes (Note: invoice production is covered in Stage 3; Invoicing and Stock in Sage Line 50). Also learn how to record customer/supplier payments, cash and bank receipts/payments, and journal entries in the nominal ledger.

Error Correction

Familiarise yourself with the routine for correcting or reversing transactions.

Bank Accounts

Learn how to reconcile your bank accounts.

Month End

Discover how to create monthly management reports including budgets; in addition learn about the month end routine.

VAT Routines

Learn how to produce and reconcile a VAT return.

Year End

Learn the year end routine and how to prepare for a new accounting year.

Data Security

Learn why and how to backup data and restore, and how to verify data.

For more information or to register call: ++44 (0) 20 7691 4496