



london **computer** centre

Sage Line 50 Stage 2

Training Outline

Timesaving Routines in Sage Line 50

Overview

A one day course which is the second stage of essential training for Sage users. It focuses on the more advanced features of Sage Line 50.

After this course you will be able to fully benefit by making full use of the standard month end and accounting functions within Sage Line 50. You will also gain a good understanding of the in-built credit control functions. Learn how to secure your system by means of Access Rights and how to set up additional companies and consolidate results.

Who should attend?

This course is essential for both operators and managers of companies using Sage Line 50. Typically you would attend after having completed Stage 1.

Preparation

Unless you are adequately familiar with the core accounting functions of Sage Line 50, you should first attend Stage 1: Understanding Sage Line 50. As with all other courses dealing with accounting software, familiarity with basic business terms such as invoice, VAT, double entry and so on is assumed. You may also find it useful to set some outline objectives to be achieved in utilising each program feature.

Topics Covered

Advanced Data Security

Learn how to control operators access to different parts of the program through password protection.

Automation of Postings

Learn how to deal with recurring entries such as direct debits and standing orders.

Depreciation of Assets

Learn how to use the assets register and be able to choose how to post depreciation.

Prepayments and Accruals

Look at practical examples of prepayments and accruals.

Bad Debt

Investigate options for writing off bad debts and their implications for VAT.

Credit Control

Finance charges for late payments and how to improve cash flow through effective monitoring of credit.

Multi-company Accounting

Learn how to create and open new company files.

Transferring Data

Learn how easy it is to export data to Microsoft Excel, Word and Outlook.