



Sage Line 50 Stage 3

Training Outline

Invoicing, Stock and Order Processing

Overview

This one-day course is essential training for users of Sage Line 50 Account Plus and Sage Line 50 Financial Controller who deal with invoice production, stock control and reporting, and sales and purchase order processing.

After this course you will be able to take full advantage of the program's invoicing, stock and order processing capabilities. This will help your company become more efficient and organised in the areas of stock management and order

Who should attend?

The course is designed for both operators and managers of the software, as it covers both set up decisions and day to day operations.

Preparation

Ideally you would have attended Sage Line 50 Stages 1 and 2 training courses prior to attending this course. Alternatively, you should be familiar with the accounting aspects of the system.

You may also find it useful to think about your likely stock reporting requirements.

Note - This course also covers areas relevant to Foreign Trader and Transaction e-mail.

Topics Covered

Stock Control

Learn how to plan and maintain stock records, post opening levels and record physical stock takes.

Stock Movements

Learn how to record deliveries, part deliveries and stock adjustments.

Bill of Materials

Discover a facility to create stock items which will become part of an assembly, and how Sage Line 50 can manufacture stock items based on component items.

Stock Reporting

Learn how to run reports including profit and re-order analysis.

Invoice Production

Investigate the invoicing cycle and its variations. Discover how to produce stock and service invoices, the choices for

processing, and how to use skeleton invoices. Learn how to calculate VAT and the implications of discounts. Also, see how to post to ledgers with essential safeguards, and how to process quotes and proformas.

Sales Order Processing

Look at the sales order cycle and its links to other areas of Sage Line 50. Learn how to process sales from entry to despatch, and how to print order documents.

Purchase Order Processing

Look at the purchase order cycle and its links to other areas of the system. Learn how to process from entry to despatch. Explore how Sage Line 50 can create purchase orders based on stock shortages from customer orders.