

Sage Line 50 Accounting

(1 day)

What they will learn

To help accounting staff quickly acquaint themselves with the Sage Line 50 (Sterling) range of programs in order that they may use it for the day-to-day accounts maintenance and the preparation of final accounts.

For staff not familiar with all aspects of accounting principles there will be additional material covered to ensure a full understanding of the program.

Course Outline

- Setting up the accounts structure
 - *Sales, purchase and nominal ledgers*
 - *Changing the default accounts*
- Sales ledger
 - *Setting up new Customers*
 - *Entering invoices*
 - *Producing statements*
 - *Debt control*
 - *Amendments and cancelled cheques*
- Purchase ledger
 - *Setting up new Suppliers*
 - *Entering purchases and payments*
 - *Amendments*
 - *Contra entries*
 - *Printing a Remittance Advice*
- Nominal ledger
 - *Journal entries*
 - *Bank reconciliations*
- Reports
 - *VAT returns*
 - *Producing a trial balance*
 - *Profit and loss and balance sheet*
 - *Creating special reports*
- Stock control
- Budget control
- Invoicing
 - *Invoicing from stock*
 - *Free form invoices*
- Using Excel to analyse Sage data
- Utilities
 - *Backup procedures*
 - *Making corrections*



0845 644 1712