

# Introduction to Sage Line 50

(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*



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