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Sage Line 50 Introduction / Intermediate

Duration: 2 Days

Overview:

Successfully running a business can often seem like an uphill struggle for many small companies. Perhaps one of the biggest problems many businesses encounter is keeping accurate and up-to-date accounts to keep the bank manager and Inland Revenue happy.

As anyone who has ever tried to keep books balanced will know, this is often a very frustrating and highly complex job.

Sage Line 50 is a program that aims to take some of the pain out of this very important task, and Aspect's Sage Line 50 Introduction/Intermediate Course will guide you through the basics of the software.

Beginning with the basics, the course eases you gently through the features of the program.

Useful information such as how to deal with international currency transactions, including the Euro and how to set up drafts and ledgers is precise and well presented.

Management of different types of accounts is fully explained and the trainer will even throw in a few tips that can be used in the real world when dealing with figures.

Prerequisites:

There are no prerequisites for this course, but a basic understanding of book keeping would be helpful.

Continued over...

Course Topics:



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Getting Started

Starting Sage Line 50
Sage Line 50 Desktop Views
Settings

Company Preferences

Currency & the Euro
Customer & Supplier Defaults
Finance Rates

The Customer Ledger

Creating Customer Records
Batch Customer Invoice
Debtors Analysis
Credit Charges
Disputed Invoices

The Supplier Ledger

Creating Supplier Records
Using Search
Supplier Activity

The Nominal Ledger

The Nominal Toolbar
The Nominal Ledger
Nominal Records
Viewing Nominal Transactions

The Journal

Making a Journal Entry
Setting up Prepayments
Setting up Accruals

The Bank

Bank Accounts
Bank, Cash and Credit Accounts
Recording Bank Activity
Recurring Entries
Bank Account Reconciliation

Invoices

The Invoicing Toolbar
Invoicing
Printing an Invoice
The Skeleton Invoice
Product Credit Note
Processing Recurring Transactions
Updating your Ledgers

Processing Sales Orders

The Sales Order
Despatching Sales Orders
Amending & Printing Sales Orders

Purchase Orders

Creating a Purchase Order
Printing Batched Purchase Orders

Financials

The Audit Trail
The Trial Balance
Profit and Loss Report
The Balance Sheet
The VAT Return
Financial Reports

Opening Balances

Opening Balances
Clearing Opening Balances From Trial Balance
Entering Balances Part Way Through the Year

Data Management

Backing Up and restoring Data
Importing Data
File Maintenance
Write Off, Refund and Return
Run Period End Functions