

Sage Line 50

Duration: 2 days

This popular accounting software enables you to keep track of your company accounts and easily produce required documentation and monthly reports.

The knowledge gained from more detailed information about your business transactions allows you to time your business decisions effectively as well as to map it's profitability and progress.

This course is designed to introduce you to computerised accounting in Sage. It is primarily for those with little knowledge of Sage who would like to understand more about the day-to-day inputting of their accounts on computer.

Course Content:

- Before you start
- Program basics
- Getting started
- Account names and numbers
- Bank receipts
- Bank payments
- Financials
- Customers
- Suppliers
- Service invoices
- Products
- Stock control
- Product invoices
- Product credit notes
- Reviewing your accounts
- Sending statements
- Customer receipts
- Customer activity
- Purchase invoices
- Supplier payments
- Nominal ledger
- More about bank accounts
- Bank reconciliation
- Recurring entries
- VAT returns
- Fixed assets and depreciation
- Reports and information
- Prepayments and accruals
- Purchase orders
- Processing purchase orders
- Product records & PO's
- BOMs and product transfers
- Sales orders
- Currency rates and the euro
- Entering Euro batch invoices
- Receiving payments in Euros
- Paying foreign currency invoices
- Contra entries
- Credit control
- Using the search option
- Statements and accounts letters
- Late payment legislation
- Writing off bad debts
- Changing posted records
- The Sage Task Master
- Paying bills using the Task Master
- The startup wizard