



INTRODUCTION

It is very common to obtain much theoretical Bookkeeping and Accountancy Knowledge and pass all the difficult exams. However, in this age of Technological Advancement, hands-on experience in the use of Accountancy Software is the inevitable.

This course is designed to equip you with the basic Skills and therefore boost your confidence to SUCCEED in that Role awaiting you.

COURSE CONTENTS

- Usages of Sage Line 50
- Products
- Sage Line 50 Nominal Ledger
- Customer Ledger
- Supplier Ledger
- Invoices
- Supplier Tasks in Sage Line 50
- Purchase Orders
- Financials
- Fixed Assets
- Customer Tasks in Sage Line 50
- Data Management
- Banking Tasks in Sage Line 50
- Reporting Tools in Sage Line 50

LECTURE DETAILS

LECTURE 1

- **Usages of Sage Line 50**

- Accessing Sage Line 50
- Using Sage Line 50 Demonstration D
- Using the Line 50 Desktop
- Using Line 50 Window Types
- Using the Search to Find Records
- Finding Transactions
- Using Active Search
- Function Keys
- Getting Help Wizards
- Setting up Sage Line 50
- Administrative / Maintenance Tasks
- Company Preferences
- Currency & the Euro
- Customer & Supplier Defaults
- Finance Rates

- **Products**

- Creating Products
- Product Record
- Product Defaults
- Using Search
- Bill of Materials
- Viewing Transactions
- Product Activity
- Product Adjustments
- Product Transfers
- Product Reports

- **Sage Line 50 Nominal Ledger**

- Nominal Ledger Accounts Explained
- The Nominal Account Structure
- Control Accounts
- Entering Nominal Records
- Editing Nominal Records
- Deleting Nominal Records
- Entering Bank Account Records
- Editing a Bank Record
- Deleting a Bank Record
- Planning Your Customer and Supplier Records
- Deleting Supplier Records
- Setting Up Your Product List
- Creating a Product Record
- Editing a Product Record
- Deleting a Product Record

- **Customer Ledger**

- Importance of Keeping a Financial System
- Creating Customer Records
- Price List
- Batch Customer Invoice
- Batch Customer Credit Note
- Debtors Analysis
- Credit Charges
- Disputed Invoices
- Customer Reports and Modem
- Customer Letters and Labels
- Customer Statement

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LECTURE 2

- **Supplier Ledger**

- Creating Supplier Records
- Using Search
- Supplier Activity
- Supplier Aged Balance
- Recording Supplier Invoices
- Recording Supplier Credit Notes
- Supplier Letters and Labels
- Supplier Reports

- **Invoices**

- Invoicing
- Product Invoice
- Printing an Invoice
- Service Invoice
- Skeleton Invoice
- Product Credit Note
- Processing Recurring Transactions
- Updating your Ledgers
- Printing for Batch Invoicing
- Producing Reports
- Processing Sales Orders
- The Sales Order Processing Toolbar
- The Sales Order
- Allocating Stock
- Despatching Sales Orders
- Amending & Printing Sales Orders
- Sales Orders Reports

- **Customer Tasks in Sage Line 50**

- Pricing and Discounts
- Customer Pricing
- Entering an Invoice
- Posting an Invoice
- Dealing with Recurring Transactions
- Receiving Customer Payments
- Entering a Credit Note
- Deleting Invoices and Credit Notes

- **Supplier Tasks in Sage Line 50**

- Entering an Invoice from a Supplier
- Supplier Payment Control
- Supplier Reports
- Recording a Supplier's Credit Note

LECTURE 3

- **Purchase Orders**

- Creating a Purchase Order
- Placing Purchase Orders 'on order'
- Recording Deliveries
- Processing Purchases Manually
- Recording Deliveries Manually
- Printing Batched Purchase Orders
- Purchase Order Reports

- **Financials**

- The Audit Trail
- The Trial Balance
- Profit and Loss Report
- The Balance Sheet
- Quick Ratio Report
- The Budget Report
- The Prior Year Report
- The VAT Return
- Financial Reports

- **Fixed Assets**

- The Fixed Assets Toolbar
- Recording your Fixed Assets
- Fixed Asset Depreciation
- Depreciation and Valuation
- The Report Designer
- Introducing the Report Designer
- Creating a New Report
- Modifying an Existing Report

- **Data Management**

- Backing Up Data
- Restoring Data
- Changing Global Values
- Importing Data
- File Maintenance
- Write Off, Refund and Return
- Posting Contra Entries
- Run Period End Functions
- Clearing the Audit Trail and Stock

- **The Task Manager**

- Features of the Tasks Option
- The Task Manager Desktop
- Setting Up a To Do Task
- Recording a New Bill
- Paying a Bill
- Accounts Due
- Account Status
- Stock Option
- Invoices Option
- Sales Order Processing
- Purchase Order Processing

LECTURE 4

- **Banking Tasks in Sage Line 50**

- Recording a Bank Receipt
- Recording a Bank, Cash or Credit Card Payment
- Recording a Transfer
- Reconciling Your Bank Account
- Creating and Processing Recurring Transactions
- Managing Your Petty Cash
- Bank Accounts
- Bank, Cash and Credit Accounts
- Recording Bank Payments
- Supplier Invoice Payments
- Batch Purchase Payments
- Bank Receipts
- Recording Customer Receipts
- Bank Transfers
- Recurring Entries
- Generating Cheques
- The Bank Statement
- Bank Account Reconciliation
- Bank Reports

- **Reporting Tools in Sage Line 50**

- An Introduction to Reports
- Running the Audit Trail Report
- Running the Trial Balance Report
- Running the Profit and Loss Report
- Running the Balance Sheet Report