

Sage

Duration: 2 day(s)

Stay in control of your accounts so that you can stay in control of your company. Pick up the skills required to use Sage Line 50 efficiently, allowing you to minimise your workload.

Who should attend?

Those members of staff who are responsible for the day-to-day running of an existing Sage Line 50 system or those planning to implement one. Also suitable for those wishing to extract management information from their Sage Line 50 system.

Benefits:

- Extract information from the screen and as printed reports
- Control important book-keeping procedures such as Journals, Bank Reconciliation, Month End and VAT reports
- Gain an understanding of set-up considerations and procedures such as the Chart of Accountants and entering Opening Balances

Course Overview:

- Day 1
 - Overview of Sage Accounts
 - Setting up the System: Setting defaults and preferences. Planning and creating a chart of accounts. Setting program options. Entering opening balances. Altering and designing stationery layouts
 - Sales Ledger: Creating accounts. Entering manually prepared invoices & credit notes. Producing free text Invoices via Invoice Production. Skeleton Invoices. Refunds and write-offs. Contra Entries
 - Purchase Ledger: Creating accounts. Entering invoices & credit notes. Disputing Invoices
 - Bank Transactions: Supplier Payments. Customer Receipts. Bank Payments and Receipts. Petty Cash Payments and Receipts. Credit Card Payments. Bank Transfers. Bank Reconciliation. Cheque Printing
- Day 2
 - Nominal Ledger: Overview. Nominal Ledger reports. Journal entries. Skeleton journals
 - Assets Register: Creating Categories. Recording Assets
 - VAT: Preparing the VAT Analysis Report. Reconciling transactions
 - General Maintenance: Backup and Restore. Error Correction. Criterion searches. Use of shortcut keys. Reports
 - Month End Procedures: Recurring Entries. Prepayments & Accruals. Depreciation. Closing off
 - Year End Procedures: Reconfiguration. Zeroing balances. Closing off
 - Further Reporting: Sales, Purchase, Nominal and Bank Reports. Budget and

Prior Year Comparisons. Graphs