

Sage Line 50 Introduction/Intermediate - 2 days**Course Objectives**

To feel comfortable with the core operations of Sage 50 Accounts including primary areas such as processing invoices, credit notes, payments, receipts, error correction and backing up your data.

Prerequisites

No prior knowledge of Sage or computerised accounting software required although some basic bookkeeping experience is recommended. Students should have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Getting started

- Accessing the Sage50
- Understand how to move around the modules and links
- Use shortcut keys
- Error correction
- How to check, backup and restore data

Company settings

- Configuration
- Company preferences
- Module defaults
- Password and access rights
- Control accounts

Nominal accounts

- Create new and amend nominal codes
- Structure the chart of accounts
- Enter opening balances
- Enter journals, reversing and skeleton
- View and understand entries within the activity section

Budgets and departments

- Differences between Standard and Advance budgeting
- Create, amend and using budgets
- Using departments

Customer accounts

- Create new customer records
- Enter opening balances
- Amend existing customer records
- Post invoices and credit notes
- View and understand entries within the activity section
- Look at various reports available

Supplier accounts

- Create new supplier records
- Enter opening balances
- Amend existing supplier records
- Post invoices and credit notes
- View and understand entries within the activity section
- Look at various reports available

Bank transactions

- Enter bank, cash and credit card transactions
- Enter customer receipts, allocate credit notes, payments on account, refunds and deal with disputed items
- Enter supplier payments; allocate credit notes, refunds and payments on account
- How to use batch purchase payments
- Generate supplier remittances
- View and understand entries within the activity section
- Reconcile bank transactions and adjustments
- Look at retrospective report (2011 only)
- New export to Microsoft® Excel (2011 only)