

Course Overview

Sage Line 50 is suited to those who want to convert their manual book-keeping skills to computerised accounts and learn how to use a computerised book-keeping programme. You will get a whole overview of the Sage programme and understand all the features you need to manage all businesses, customers and suppliers professionally. Successful completion of this course will enable you to work towards further qualifications.

Course Duration	- 24 hours
Flexible Study	- Full-time or part-time
Course Code	- 1010140463

Aims and Objectives

To teach Sage Line 50 Accounts to Level 2

Target Audiences

Those with a good working knowledge of manual book-keeping who wish to learn how to use a computerised book-keeping program.

Prerequisites

Working knowledge of manual book-keeping or previous study of Basic Book-keeping, Sales and Purchase Ledger and Final Accounts 1.

Course Content

Lesson 1: Including: overview of the Sage program, VAT accounting setup methods, customers and suppliers opening balances, entering a new customer and supplier, data protection and security, backing up accounts data.

Lesson 2: Including: restoring data from a previous lesson, entering opening balances in the nominal ledger, preparing and printing a trial balance.

Lesson 3: Including: changing the program date, checking data, making stock adjustments in, entering supplier invoices for products and services, posting error corrections, amending existing customer and supplier records.

Lesson 4: Including: creating customer invoices, previewing and printing customer invoices, checking the activity on a selected customer account, updating ledgers, generating customer letters, entering details of a new product.

Lesson 5: Including: entering customer and bank receipts, part payment, producing statements for customers, the customer and supplier dashboards.

Lesson 6: Including: processing payments made against supplier invoices, processing other payments, entering petty cash payments and restoring the petty cash float, doing a bank transfer, using a journal to correct errors, using a journal to update the accounts with payroll details, know about the structure of nominal accounts, add a new nominal account.

Lesson 7: Including: reconciling the November bank statement, printing and viewing bank reports and day books, using criteria to view specific reports, printing out the audit trail, correcting basic entry errors, reconciling the debtors and creditors control accounts.

Lesson 8: Including: deleting obsolete customer and supplier records, setting up a customer to receive settlement discount, using memorise and recall in the batch supplier invoice window, creating sales credit notes, processing



purchase credit notes, adjusting stock records.

Lesson 9: Including: posting a payment on account, allocating a payment on account, processing a receipt that includes settlement discount, using memorise and recall in the bank window, setting up a recurring entry, deleting a recurring entry.

Lesson 10: Including: entering several journals, reconciling the December bank statement, checking and reconciling the VAT return, the VAT transfer wizard, printing out a trial balance, producing profit & loss and balance sheet for management accounts.