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Sage Line 50 Essentials Course Outline

Duration: 2 Days

Benefit: This course is designed to give attendees the ability, practice and confidence to set up their accounting records, enter transactions and prepare end of period accounts.

Objectives: On completion of this course, attendees will be able to set up customer and supplier records, process invoices, deal with receipts and payments, bank, cash and credit card transactions. Process accruals and pre-payments. Produce standard financial management reports. Complete a VAT return. Reconcile the bank account.

Pre-requisites: Attendees do not need any previous experience of Sage but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

What you will learn:

In particular you will be able to:

Plan a chart of accounts to produce reports in the format you will need

Set up customer and supplier records, and process invoices to them

Deal with receipts and payments, bank, cash and credit card transactions

Process accruals and pre-payments

Produce standard financial management reports

Complete a VAT return

Reconcile your bank account

Time-Table

Session 1 Introduction and initialisation, setting your preferences and security

Session 2 Using the Charts of Accounts and Nominal Codes

Session 3 Setting up Customer and Supplier records

Session 4 Creating and Processing Sales Invoices, Processing Purchase Invoices

Session 5 Processing Customer Receipts and Supplier Payments

Session 6 Processing Bank Payments and Receipts, Petty Cash, Transfers

Session 7 Prepayment, Accruals, Month End, Nominal Reports and Trial Balance

Session 8 Completing your VAT return, Management Reports and Audit Trail

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