



Sage Line 50: Fundamentals

Course Objectives:

This course is for users of all products within the Sage Line 50 range (i.e. “Accountant”, “Accountant Plus” and “Financial Controller”), and covers those modules that are common to all versions. Delegates will learn how to set up the system and operate the customer, supplier, nominal and bank modules on a day-to-day basis. They will also learn how to use Line 50 for financial reporting and managing their business effectively.

Prior Knowledge Required:

No experience of using Sage Line 50 is required, although delegates should be familiar with double entry bookkeeping and basic accounting terms. A reasonable level of competence in the use of a keyboard and mouse is also required.

Course Duration: 2 days, but course contents can be tailored if required.

Getting Started

- Overview
- Steps to Implementing a Sage Line 50 System
- The Line 50 Desktop
- Getting Help
- Defaults & Settings

The Customer Ledger

- Creating Customer Records
- Recording Batch Invoices & Credit Notes
- Viewing Customer Activity
- Producing Customer Labels & Letters
- Producing Customer Statements
- Customer Reports

The Supplier Ledger

- Creating Supplier Records
- Recording Supplier Invoices & Credit Notes
- Disputed Items
- Viewing Supplier Activity
- Supplier Aged Balances
- Producing Supplier Labels & Letters
- Supplier Reports

The Nominal Ledger

- Nominal Records
- Tailoring the Nominal Ledger
- The Chart of Accounts
- Posting Journals
- Viewing Nominal Activity
- Nominal Reports

Bank Accounts

- Creating Bank Account Records
- Recording Receipts, Payments & Transfers
- Recurring Entries
- Reconciling Bank Accounts
- Bank Reports

Financial Reports

- Audit Trail
- Trial Balance
- Profit & Loss Report and Balance Sheet
- Quick Ratio Report
- Budget Report and Prior Year Report

VAT Routines

- Calculating the VAT Return
- Reconciling VAT Transactions
- The VAT Transfer Wizard

Data Management

- Backing Up Data & Restoring Data
- File Maintenance

Quality Training (Scotland) Limited

T/F 01259 763332

E info@quality-training.co.uk

www.quality-training.co.uk