



## Sage Line 50: Order Processing & Stock

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### Course Objectives:

This course is for users of the “Accountant Plus” and “Financial Controller” versions of Sage Line 50. The course is designed to help delegates take full advantage of Line 50’s stock control, invoicing, sales order processing and purchase order processing modules. Delegates will learn how to set up these modules and how to operate them on a day-to-day basis, making the most of time saving features.

### Prior Knowledge Required:

Delegates will require experience of Sage Line 50. Ideally they should have already attended the *Sage Line 50: Fundamentals* and *Sage Line 50: Time Saving Features* courses, or have equivalent knowledge. Some knowledge of accounting terms and double entry bookkeeping is also required.

**Course Duration:** 1 day, but course contents can be tailored if required.

### Products & Stock

- Steps to Implementing a Stock System
- The Theory Behind Stock Valuation Methods
- Setting Up Product Categories
- Product Defaults
- The Products Toolbar
- Planning Your Product Codes
- Creating Product Records
- Viewing Product Activity
- Setting Up Product Discounts
- Entering Opening Stock Levels
- Inputting Stock Take Levels
- Setting Up A Bill of Materials
- Recording Stock Transfers
- Processing Stock In & Stock Out Adjustments
- Product Reports

### Purchase Order Processing

- The POP Toolbar
- Creating a Purchase Order
- Registering a Purchase Order
- Printing Purchase Orders
- Recording Delivery of a Purchase Order
- Amending Purchase Orders
- Cancelling a Purchase Order
- Updating The Supplier Records Automatically
- Purchase Order Reports

### Sales Order Processing

- The SOP Toolbar
- Creating a Sales Order
- Quotes and Proformas
- Using Reserved Product Codes
- Allocating Stock
- Recording the Despatch of Sales Orders
- Amending Sales Orders
- Printing Sales Orders
- Cancelling and Deleting Sales Orders
- Sales Order Reports

### Invoicing

- The Invoicing Toolbar
- Invoicing Defaults
- Generating Product Invoices & Credit Notes
- Generating Service Invoices & Credit Notes
- Printing Invoices & Credit Notes
- Updating the Ledgers
- Invoicing Reports

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