

INTRODUCTION TO SAGE LINE 50

Introduction:

This programme is aimed at those who have little or no knowledge of book-keeping or accountancy and those who have prior knowledge or experience of book – keeping but wish to acquaint themselves with the Sage software package.

It is strongly recommended that the advice of a qualified Accountant is sought *before* the accounting system set up in Sage line 50 is actually implemented.

Objective:

This programme will introduce delegates to the Sage for Windows version 4/line 50 programme, and provide them with sufficient background knowledge to set up and operate an Accounting System using the package. It is not intended as a course in book-keeping or in Accountancy.

Programme Synopsis:

- Create and modify customer and supplier records
- Create and print invoices
- Post sales and purchase invoices and credit notes
- Enter payments from customers and to suppliers
- Print off sales and purchase ledger reports
- Create and modify nominal accounts and budgets
- Understand the profit and loss report and balance sheet layouts
- Enter bank and petty cash transactions
- Carry out a bank reconciliation
- Create journal entries
- Produce nominal reports, including trial balance, profit and loss report and balance sheet, and audit trail
- Print off VAT returns for manual checking
- Backup and restore data files

Duration: Two (2) Days

Course Code: TSCSAGE

Certification: Training Solutions 2000