



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Sage Line 50 Level 1

Duration: 2 Day

Objectives: Students will learn the basic knowledge required to operate the Sage Line 50 package. In addition, delegates will cover bank transactions and reconciliation, plus the maintenance and use of the Sales, Purchase and Nominal Ledgers and the Product file including stock control and the production of invoices.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Getting Started

- Starting Sage Accountant Plus
- The main program window
- Using the menus and toolbar, Getting help
- Setting the financial year
- Restoring data for the first time
- Backing up for the first time

Account Name and Numbers

- Debit and credit
- Double entry book-keeping
- Viewing, previewing and printing the accounts list
- Account ranges; Changing account names
- Control accounts

Bank Entries

- Entering a bank receipt, saving a transaction
- Bank payments

Customers and Suppliers

- Customer details
- Entering/Editing customer details
- Supplier details
- Entering/Editing supplier details

Products and Stock Control

- Products: Adding new products
- Product invoices
- Sales details, Giving discounts
- Order details
- Saving the invoice
- Changing an invoice and updating the ledgers

The Sales Ledger

- Customer details
- Service invoices
- Batch invoices & credits
- Account balances
- Aged debtors analysis
- Statements

The Purchase Ledger

- Supplier details, Batch invoices
- Supplier account balances
- Payments to suppliers
- Printing a remittance advice
- Supplier activity

VAT Returns

- Producing a VAT return
- Viewing the underlying transactions
- Printing the VAT return
- Reconciling the VAT transactions
- Paying the VAT