

### What is this course about?

This is a two day course that will cover all the essential features of Sage Line 50 regardless of which package you are using. It covers all the accounting routines that you will need to use and gives you an understanding of the fundamentals of the system and all the time saving features available.

### Who is this course for?

This course is suitable for both operators and managers and we would recommend it for users of Accountant, Accountant Plus and Financial Controller.

### How can I prepare for this course?

You should be familiar with using a keyboard or mouse on your computer and it is helpful if you have loaded your software and had a look around the menus before you come on the course.

We also recommend that you are familiar with such terms as invoice, VAT and double entry, if you are not comfortable with these we recommend you attend our foundation book-keeping course.

### What does the Course cover?

#### **System Overview**

Understanding basic principles and the sales, purchase and nominal ledger integration.

#### **Opening Balances**

How to get started using your software dealing with opening balances.

#### **Creating Accounts**

Find out how to create accounts in the sales, purchase and nominal ledgers and how to design your profit and loss and balance sheet layouts

#### **Day to Day entries**

Entering your basic daily transactions, such as invoices, cheques, receipts, cash and credit card payments.

#### **Nominal Ledger**

Understanding the nominal ledger and its structure. Entering, editing and deleting nominal records. Checking your Chart of Accounts.

#### **VAT Returns**

How to produce and reconcile your VAT return and how to work with VAT cash accounting.

#### **Error Correction**

How to rectify any mistakes you make.

#### **Bank Accounts**

Balancing your bank accounts.

#### **Reports**

Where and how to get the reports that you need.

#### **Period Ends**

Month End and Year End Routines

To reserve your place or call for advice  
( 01432 761884

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