

### What is this course about?

This is a one day course that is intended for practising accountants it covers all the essential features of Sage Line 50. It will give you an understanding of the structure of the program and give you an insight into checking the system and problem solving.

### Who is this course for?

This course is suitable for practising accountants and some Financial Controllers.

### 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 had a look around the menus before you come on the course.

### What does the Course cover?

#### **Software Positioning**

Understanding the various levels of the software and selecting the most suitable program for your clients.

#### **System Overview**

Understanding the structure of the software and its integration.

#### **Installations & Upgrades**

Points to watch and consider

#### **Opening Balances**

Various methods of dealing with opening balances.

#### **Chart of Accounts**

Setting up charts of accounts, coding structures and the use of departments

#### **VAT Returns**

Points to watch on VAT returns—how to find differences.

#### **Error Checking & Correction**

Checking data and rectifying errors.

#### **Reports & Report Designer**

An introduction to designing your own reports.

#### **Period Ends**

Month End and Year End Routines

#### **Data Security**

Protecting data, how to back up and verify data.

To reserve your place or call for advice  
( 01432 761884

**sage**

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