

What is this course about?

This is a one day course. The course shows you how to develop the use of your Sage software, and how to use it as a business tool as well as a Financial package. This course will give you ways of streamlining your administration and will show you the power of Sage Line 50.

Who is this course for?

This course is suitable for both operators and managers. You should have a knowledge of using Sage Line 50 for basic accounting functions and is aimed at Sage Line 50 Accountant plus and Financial Controller users.

How can I prepare for this course?

You should also be familiar with using a keyboard or mouse on your computer and working in Windows. It would be helpful to make some notes on areas of your business that you would like to improve.

Remember Sage is much more than an Accounting Package!

**To reserve your place or call for advice
(01432 761884**

What does the Course cover?

Searching

Learn how to apply filters to your records to find the information that you want quickly.

Stationery Layouts

Learn how you can devise different stationery layouts for all sorts of uses, other than just invoicing and statements.

Devise layouts that will help in controlling and processing the work of your Company.

Report Generator

Sage Line 50 already has a wide range of standard reports, but you will learn how to set up your own reports that will be specifically useful to your business.

Memorising and Recalling

Learn how to avoid unnecessary repetition and save time.

Linking with other Software

You will find out how to use Sage with other standard software such as Microsoft Excel and Word