

# **Sage Line 50 Commercials Course**

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This one-day course is designed for users of Sage Line 50 Accountant Plus or Financial Controller and covers invoice production, stock control and reporting, sales and purchase order processing.

- ***Stock Control***

Product Setup and Categorisation

Pricing & Discount Structures

Entering Opening Stock Balances

Bill of Materials

Product Transactions

Product Enquiries & Reports

- ***Invoice Production***

Creating and Amending Invoices

Invoice Templates & Recurring Invoices

Quotations and Pro-formas

Invoice Layouts and Reports

- ***Purchase Order Processing***

Entering/Amending Purchase Orders

Receiving Goods into Stock

Posting Supplier Invoices

Purchase Order Templates

Stock Shortfalls

- ***Sales Order Processing***

Entering/Amending Sales Orders

Order Acknowledgements

Delivery and Invoicing

Sales Order Templates and Recurring Orders

- ***Month End Routines***

Links to Nominal Ledger

Monthly Journals

- ***Project Costing***

Project Costing Setup

Project Records

Cost Postings

Billing Projects

Enquiries & Reports