

Sage Line 50 General Course

This two-day course covers the financial ledgers of Sage Line 50, Sales Ledger, Purchase Ledger, Bank and Nominal Ledger. It also covers the configuration and setup of a company from scratch so that you can get Sage Line 50 up and running as soon as possible.

Day 1

Setting up the System:

Setting defaults and preferences. Planning and creating a chart of accounts. Setting program options. Entering opening balances. Altering and designing stationery layouts

Sales Ledger:

Creating accounts. Entering manually prepared invoices & credit notes. Producing free text Invoices via Invoice Production. Skeleton Invoices. Refunds and write-offs. Contra Entries

Purchase Ledger:

Creating accounts. Entering invoices & credit notes. Disputing Invoices

Bank Transactions:

Supplier Payments. Customer Receipts. Bank Payments and Receipts. Petty Cash Payments and Receipts. Credit Card Payments. Bank Transfers. Bank Reconciliation. Cheque Printing

Day 2

Nominal Ledger:

Overview. Nominal Ledger reports. Journal entries. Skeleton journals

Assets Register:

Creating Categories. Recording Assets

VAT:

Preparing the VAT Analysis Report. Reconciling transactions

General Maintenance:

Backup and Restore. Error Correction. Criterion searches. Use of shortcut keys. Reports

Month End Procedures:

Recurring Entries. Prepayments & Accruals. Depreciation. Closing off

Year End Procedures:

Reconfiguration. Zeroing balances. Closing off

Further Reporting:

Sales, Purchase, Nominal and Bank Reports