

Sage Line 50

Introductory Course

This one-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.

- **Introduction to Sage**

Logging in/out of Sage

The Sage Desktop

- **Company Setup**

Active Setup wizard

Configuration Editor

Company Setup & Preferences

- **Customers & Suppliers**

Creating / Amending Customer Records

Creating / Amending Supplier Records

Posting Customer / Supplier Opening Balances

- **Supplier / Customer Postings**

Posting Supplier / Customer Invoices & Credit Notes

Posting Supplier payments

Posting Customer receipts

- **Bank**

Creating Bank Accounts

Posting Bank payments/receipts

Bank Transfers

- **Nominal Ledger**

Nominal Ledger Structure

Creating Nominal Accounts

Posting Journals

- **Information & Reports**

Inquiry screens

Reporting

- **Housekeeping Routines**

Access Rights

Data Backup & Restore

Data Maintenance