

## INTRODUCTION

This course is for those who are new to Sage Line 50 and are looking for help with setting it up and processing day to day transactions.

## COURSE OBJECTIVES

At the end of this course you will be able to set up and configure your copy of Sage Line 50 to meet the needs of your business and use it for straightforward, day to day accounting transactions..

## DURATION

1 Day

Course is instructor led and makes extensive use of hands on exercises to explain concepts and functionality of the product.

## PREREQUISITES

You should be familiar with using a Windows based PC and have a general understanding of the principles of accounting relating to the processing of invoices and bills.

## COURSE CONTENT

Before You Start	Product Credit Notes
Working with Sage Line 50.	Reviewing your Accounts
Program Basics	Sending Statements
Getting Started	Customer Receipts
Account Names & Numbers	Customer Activity
Bank Receipts	Purchase Invoices
Bank Payments	Supplier Payments
Financials	More about the Nominal Ledger
Customers	More about Bank Accounts
Suppliers	Bank Reconciliation
Service Invoices	Recurring Entries
Products	VAT Returns
Stock Control	Reports & Information
Product Invoices	The ActiveSetup Wizard