

Sage Line 50 Accounts v12

Designed for: Those with a good working knowledge of manual book-keeping who wish to learn how to use a computerised book-keeping program

Prerequisites: Working knowledge of manual book-keeping is essential. Students without this should take Basic Book-Keeping, Sales and Purchase Ledger courses as a minimum but preferably Final Accounts 1 and 2 courses as well.

Objectives: To learn Sage Line 50 Accounts v12 to Level 2.

Course Content

- **Lesson One** – Including: overview of the Sage program, VAT accounting setup methods, customers and suppliers opening balances, entering a new customer and supplier, data protection and security, backing up accounts data
- **Lesson Two** – Including: restoring data from a previous lesson, entering opening balances in the nominal ledger, preparing and printing a trial balance
- **Lesson Three** – Including: changing the program date, checking data, making stock adjustments in, entering supplier invoices for products and services, posting error corrections, amending existing customer and supplier records
- **Lesson Four** – Including: creating customer invoices, previewing and printing customer invoices, checking the activity on a selected customer account, updating ledgers, generating customer letters, entering details of a new product
- **Lesson Five** – Including: entering customer and bank receipts, part payment, producing statements for customers, the customer and supplier dashboards
- **Lesson Six** – Including: processing payments made against supplier invoices, processing other payments, entering petty cash payments and restoring the petty cash float, doing a bank transfer, using a journal to correct errors, using a journal to update the accounts with payroll details, know about the structure of nominal accounts, add a new nominal account
- **Lesson Seven** – Including: reconciling the November bank statement, printing and viewing bank reports and day books, using criteria to view specific reports, printing out the audit trail, correcting basic entry errors, reconciling the debtors and creditors control accounts
- **Lesson Eight** – Including: deleting obsolete customer and supplier records, setting up a customer to receive settlement discount, using memorise and recall in the batch supplier invoice window, creating sales credit notes, processing purchase credit notes, adjusting stock records
- **Lesson Nine** – Including: posting a payment on account, allocating a payment on account, processing a receipt that includes settlement discount, using memorise and recall in the bank window, setting up a recurring entry, deleting a recurring entry
- **Lesson Ten** – Including: entering several journals, reconciling the December bank statement, checking and reconciling the VAT return, the VAT transfer wizard, printing out a trial balance, producing profit & loss and balance sheet for management accounts

Benefits

- Know how to use Sage Line 50 Accounts v12
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training certificate
- The opportunity to gain the IAB Level 2 Computerised Book-keeping examination

Course duration: 24 hours

What next: Excel Expert 2003 Sage Payroll

Accreditation: IAB Level 2 Computerised Book-Keeping