

Sage Line 50 Financial Controller is used by small to medium sized businesses who require to simplify their accounting systems at the same time maximising the information and reporting functions. It is ideally suited to companies that are experiencing growth. Aimed at companies with a turnover of up to £10 million, it speeds up procedures through simplifying complex accounting tasks and ending repetitive routines.

* Courses available in Versions 10,11,12 and 13

* Also available courses in Sage Instant accounting, Accountant and Accountant Plus

Sage Line 50 Introduction

Sage Line 50 Intermediate

This 8 hour course will take you from logging on to trial balance.

- Before You Start.
- Program Basics.
- Getting Started.
- Account Names & Numbers.
- Bank Receipts. Bank Payments.
- Financials. Customers.
- Suppliers. Service Invoices.
- Products. Stock Control.
- Product Invoices. Product Credit Notes.
- Reviewing Your Accounts.
- Sending Statements.
- Customer Receipts. Customer Activity.
- Purchase Invoices.
- Supplier Payments.
- More about the Nominal Ledger.
- More about Bank Accounts.
- Bank Reconciliation.
- Recurring Entries.
- VAT Returns.
- Reports & Information.
- Appendix A ~ The Active Setup Wizard.

- Before You Start.
- Getting Started.
- Prepayments & Accruals.
- Fixed Assets & Depreciation.
- Delivery Addresses.
- Entering Purchase Orders. Purchase Order Skeletons.
- Processing Purchase Orders.
- Product Records & Purchase Orders.
- BOMs & Product Transfers.
- Product Pricing Options.
- Entering Sales Orders. Sales Order Skeletons.
- Processing Sales Orders.
- More about Sales Invoices.
- Credit Control.
- Using the Search Option.
- Statements & Account Letters.
- Late Payment Legislation.
- Writing Off Bad Debts.
- The Sage Task Manager.
- Paying Bills using the Sage Task Manager.

- Appendix A ~ The ActiveSetup Wizard.

Sage Line 50 Advanced

This 8 hour course covers more advanced features.

- Before You Start.
 - Getting Started.
 - Importing Data.
 - Setting up Departments.
 - Setting Budgets.
 - Setting up Discounts.
 - Raising Quotes. Creating Orders & Invoices from Quotes.
 - Proforma Invoices.
 - Currency Rates and the Euro.
 - Invoicing in Euros.
 - Receiving Payments in Euros.
 - Paying Foreign Currency Invoices.
 - Contra Entries.
 - Batch Payments.
 - Changing Posted Records.
 - Global Changes.
 - The Opening and Closing Stock Wizard.
 - Report Designer.
 - Analysing Budgets & Departments.
 - The Audit Trail.
 - Setting Passwords & Access Rights.
 - Appendix A ~ The ActiveSetup Wizard.
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Sage Line 50 Payroll

Computerised payroll simplifies and takes the repetition out of running payroll, if you have more than a few employees it will pay for itself very quickly in time saved by computerisation. The year end routines are completely automated and, if required, electronically uploaded to the Revenue.

It handles both weekly and monthly payrolls and will combine both.

Sage Payroll Introduction

This 10 hour course covers all you will need to know to run computer payroll.

1. Before You Start.
2. Program Basics.
3. Backing Up & Restoring Data.
4. Payroll Basics.
5. Company Settings.
6. Government Legislation.
7. Pension Schemes.
8. Pay Elements.
9. Adding New Employees. Employee Records.
10. Changing Rates of Pay.
11. Entering Year-To-Date Values.
12. The Processing Date.
13. Entering Payments (Month 10).
14. Pre-Update Reports. Updating Records.
15. Salaries Calculated on an Hourly Basis.
16. Manual SSP Calculations.

17. Process, Update & Reset Payments (Month 11).
 18. A New Employee Paid Weekly.
 19. Process & Update (Week 51).
 20. An Employee Leaves.
 21. Payment by BACS.
 22. Process & Update (Month 12 & Week 52).
 23. Process & Update (Week 53).
 24. More Reports.
 25. Year-End Procedures.
 26. Appendices: The Startup Wizard. Deleting Files from your Backup Disks.
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