

Course Outline

Sage Accounting Software – Line 50

Advanced --1 day

This course is designed for those who have a thorough working knowledge of the software. The course is designed for those in charge of the accounting software in a business rather than data entry personnel.

It is expected that trainees are familiar with the use of MS Windows.

Course Topics

- An overview of the Introductory and Intermediate Courses
- Setting up and using criteria
- Journal entries for stock etc.
- Bank Reconciliation
- VAT Returns and Reconciliation
- Month and year end routines
- Line 50 – network version – multi-user, multi-company
- Security – setting up passwords and access levels
- Use of standard reports
- Report writing
 - amendment of existing reports
 - creation of new reports
- Layouts
 - amendment of existing stationery layouts
 - tailoring to suit the business needs
- Restoring backups
- Disk doctor
 - checking the accounting information for errors
 - correcting errors
 - warnings and comments found
- Use of e-mail facilities
- Configuring the Payroll Nominal Link
- Using Line 50 with Sage Job Costing

See also our outlines for Sage Line 50 Introductory and Intermediate Courses, Sage Payroll and Sage Instant Accounts.