

## Course Outline

### **Sage Accounting Software – Line 50**

#### **Intermediate --1 day**

This course is designed for those who have completed the Introductory Course or those who are using the software.

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

#### **Course Topics**

- An overview of the Introductory Course
- Stock
  - setting up records
  - adding and removing stock
  - adjustments
- Invoicing
  - Product and Service invoices and credit notes
  - Combined invoices
  - Quotes
  - Pro-Forma invoices
- Statements – including selection of accounts to be processed
- Labels
- Sales Order Processing
- Purchase Order Processing
- Aged debtors and creditors lists
- Finding information from the accounts
- Correcting information that has been reconciled
- Refunding monies – instead of issuing a credit note

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

For further details contact our training staff on **0870 345 9551**