

Course Outline

Sage Accounting Software – Line 50

Introductory – 1 day

This one day course is designed for those who have little or no knowledge of the software. It provides an introduction to the software and how to use the main features. It is expected that trainees are familiar with the use of MS Windows.

Course Topics

- An Overview of the Software
- Organisation of Computerised Accounting paperwork
- The Main Ledgers and their Purpose
- Customer/Sales
- Supplier/Purchase
- Nominal/General
- Bank Accounts
- Setting up accounts – creating records
- Entering information into the accounts
- Saving and backing up information
- Invoice/Credit Note creation
- Correcting mistakes

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

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