Sage Line 50 Advanced - 1 Day

About the course

Course aims: This training course takes participants into advanced use of Sage Line 50, including subjects such as budgets, quotes, proforma invoices, currencies, batch payments and the audit trail. It is a very 'hands-on' course : delegates will use the package to carry out tasks, and will acquire practical experience as well as an enhanced knowledge of Sage Line 50 and the accounting principles behind it.

Who Should Attend?: All Accounts staff who need to learn how to use advanced features of Sage Line 50. Note: Participants should be competent in operating a PC, with a solid working knowledge of the package.

In this course the following areas will be covered:

Importing Data

Departments and Budgets

- Setting up Departments
- Setting Budgets
- Analysing Budgets & Departments

Setting up Discounts

Quotations and Pro-forma Invoices

- Quotations
- Converting Quotations
- Pro-forma Invoices

Foreign Currencies

- The Euro & Other Foreign Currencies
- Invoicing in Euros
- Receiving Payments in Euros
- Paying Foreign Currency Invoices

Batch Payments, Entries and Adjustments

- Contra Entries
- Batch Payments
- Changing Posted Records
- Batch Changes & Global Changes

The Opening and Closing Stock Wizard

The Audit Trail

More about Reporting

- Report Designer Basic Skills
- Report Designer More Skills
- The Sage Report Wizard

Project Costing

Setting Passwords & Access Rights

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