RARE IT

Sage Line 50 Foundation - 1 Day

About the course

Course aims: This training course provides the basic knowledge required to operate the Sage Line 50 package. It is an extremely 'hands-on' course : delegates will be maintaining ledger accounts, inputting opening balances and processing journals through to production of VAT and relevant management reports.

In addition, delegates will cover bank transactions and reconciliation, plus the maintenance and use of the Sales, Purchase and Nominal Ledgers and the Product file including stock control and the production of invoices.

In all, it provides a solid background for the day-to-day use of the Sage Line 50 package in a commercial environment.

Who Should Attend?: All Accounts staff who need to learn how to use the Sage Line 50 accounting package.

In this course the following areas will be covered:

Program Basics

Account Names & Numbers

Bank Entries

Financials

Customers and the Sales Ledger

Suppliers and Purchase Ledger

Invoicing

Products and Stock Control

Reviewing your Accounts

More about the Nominal Ledger

More about Bank Accounts

Bank Reconciliation

Recurring Entries

VAT Returns

Simple Reports & Information.

INVESTOR IN PEOPLE

For information and support

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