

Sage Line 50 Stage I**Getting Started**

A one day course which includes hands-on exercises to help you grasp the concept of using Sage Line 50, and reinforce the knowledge that you are acquiring. At the end of the course you will be able to:

- set up your company address and profile
- set up your nominal and bank records
- enter new customer/supplier records
- understand the Chart of Accounts
- enter opening balances
- enter day to day transactions
- correct any errors
- check and verify your data
- complete a backup and restore

Setting up Sage Line 50

Learn how to set up your company address and profile, and the initial set up routines including how to create your nominal and bank records, and enter new customer/supplier records.

Find out about how the chart of accounts works with your nominal ledger and how changing it will affect your Profit and Loss Statement and Balance Sheet Report.

Entering Opening Balances

When starting to use Sage you have to enter opening balances. These include figures such as your current bank balance, VAT liability and petty cash, but they also include balances that are currently owed by customers and balances you owe suppliers.

Starting to enter transactions

How to enter day-to-day postings and how to post Journal Entries that move values from one nominal code to another, such as when posting salary journals. You will also learn how to enter bank transactions such as customer receipts and supplier payments by cheque, cash or credit card.

You will learn how to create customer and supplier invoices as batch entries, do credit notes and deal with discounts.

Data security and error corrections

The housekeeping routines will also demonstrate how to check and verify your data, giving you peace of mind before taking a backup. Learn how to correct any mistakes or errors, and understand why it is so important to backup your data and follow the backup and restore routine.