

Sage 50: New User

Category: Sage 50

Course Details

To suit client

Basic Concepts

- Understanding the basic concepts of Nominal, Purchase and Sales Ledger
- Key decisions prior to setup
- First time setup
- Password management
- Setting up financial year start date
- Checking company and VAT details

Customers

- Adding a new customer
- Setting credit limits and contact details
- Working with opening balances
- Editing customer details
- Agreeing terms

Suppliers

- Adding a supplier
- Summary supplier lists
- Sorting and printing suppliers
- Editing supplier details

Processing Invoices

- Setting up sales and purchase invoices
- Batch processing
- Adding line items
- Creating negative amounts
- Working with order numbers
- Saving invoices
- Sending invoices
- Using quick print
- Email options
- Update Ledger

Produce Credit Notes

- Creating an independent credit note
- Creating a credit note from an existing invoice

Customer Receipts

- Producing customer receipts
- Automatic and manual allocation of receipts
- Partial allocation of receipts
- Giving a discount
- Payments on account
- Creating reports (aged debtor analysis etc.)

Supplier Payments

- Payments to suppliers
- Working with different payment methods
- Recording supplier payments
- Printing remittance advice notes
- Printing cheques
- Supplier activity

Nominal Ledger

- Journal entries
- Nominal code activity
- Nominal Ledger Graph

Bank

- Bank transfers
- Petty cash transactions
- Bank reconciliation
- Journals
- VAT returns
- The Trial Balance Report

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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