



Sage Line 50: Time Saving Features

Course Objectives:

This course is the second stage of essential training for users of Sage Line 50. Delegates will learn how to make use of the advanced time saving features of the software.

Prior Knowledge Required:

Delegates should have a reasonable degree of experience using Sage Line 50. Ideally they should have attended the *Sage Line 50: Fundamentals* course, or have equivalent knowledge. A knowledge of basic accounting terms and double entry bookkeeping is also required.

Course Duration: 2 days, but course contents can be tailored if required.

Data Security

- Activating Access Rights
- Creating New Users
- Assigning Access Rights
- Changing Passwords

Using Search

- The Concept of the Search Function
- Applying Search Criteria
- Multiple Searches
- Using Wildcards

Credit Control Management

- Changing Customer Account Status
- Setting Up Credit Terms for Customers
- Aged Debtors Analysis Reports
- Changing Ageing Periods
- Producing Customer Statements
- Producing Reminder Letters
- Disputed Items
- Applying Late Payment Credit Charges
- Other Useful Customer Reports

Using Automated Posting Routines

- Bad Debt Write Offs
- Contra Entries
- Recurring Entries

Fixed Assets

- The Fixed Assets Register
- Setting Up Fixed Asset Categories
- Creating Fixed Asset Records
- The Concept of Depreciation
- Methods of Calculating Depreciation
- Posting Depreciation
- Fixed Asset Reports

Prepayments and Accruals

- Understanding The Concepts
- Setting Up a Prepayment
- Posting Prepayments
- Double Entry Generated for Prepayments
- Setting Up an Accrual
- Posting Accruals
- Double Entry Generated for Accruals

Advanced Features

- Using Graphs Options
- Graph Formatting
- Printing Graphs
- Exporting Data to Other Applications

Period End Routines

- Month End Routines
- Year End Routines
- Clearing the Audit Trail

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