

Sage Line 50 - Intermediate

This is a 1 day course at intermediate level depending on experience. Delegates attending this course should have a good understanding of accounts and basic use of Sage is assumed.

Getting Started

- ◆ Using your password
- ◆ Restoring data files
- ◆ Setting financial year

Fixed Assets and Depreciation

- ◆ What are fixed assets
- ◆ Depreciation methods
- ◆ Entering a new fixed asset
- ◆ Entering an existing asset
- ◆ Depreciating assets
- ◆ Asset valuation
- ◆ Asset reports
- ◆ Writing off a fixed asset

Entering Purchase Orders

- ◆ Purchase order – product items
- ◆ Entering a non product order
- ◆ Entering long descriptions
- ◆ Purchase order skeletons

Processing Purchase Orders

- ◆ Selecting PO's to process
- ◆ Printing purchase orders
- ◆ Putting purchase orders "on order"
- ◆ Recording complete deliveries
- ◆ Amending deliveries
- ◆ Purchase order Reports
- ◆ Cancelling orders
- ◆ Deleting orders

Product Records and Purchase Orders

- ◆ Product records
- ◆ Delivery addresses

BOMs and Product Transfers

- ◆ What are BOMs
- ◆ Setting up and processing BOMs
- ◆ Stock transfers & BOM update
- ◆ Product reports

Entering Sales Orders

- ◆ The sales order window
- ◆ Sales order – product item
- ◆ Multiple line sales orders, discounts, goods not in stock
- ◆ Non-product sales orders
- ◆ Sales order skeletons

Processing Sales Orders

- ◆ About sales order processing
- ◆ Printing sales orders
- ◆ Allocating stock
- ◆ Sales order reports
- ◆ Recording despatches
- ◆ Changing a sales order
- ◆ Manual processing
- ◆ Party allocated orders
- ◆ Cancel, hold and unallocate
- ◆ Deleting orders

More about Invoices

- ◆ Checking invoices
- ◆ Printing invoices
- ◆ Updating ledgers
- ◆ Issuing credit notes

Changing Posted Records

- ◆ File maintenance
- ◆ Corrections
- ◆ Editing the record
- ◆ Checking customer record

Credit Control and Bad Debts

- ◆ Credit control basics
- ◆ The customers window
- ◆ Using criteria
- ◆ Sending statements
- ◆ Accounts letters
- ◆ Writing off bad debts

Global Changes

- ◆ Checking the product sale price
- ◆ Adjusting your sales prices

Report Designer

- ◆ Using the report designer
- ◆ Changing an existing report layout
- ◆ Creating a new report layout