

SAGE LINE 50 INTRODUCTION

This workshop is for those with no prior knowledge of Sage Line 50 computerised book-keeping and who wish to gain competence in the underpinning knowledge of this product. Some students may already be working in an Accounts environment.

Do I need any experience?

A knowledge of manual book-keeping is preferred but NOT essential. However, students should be computer literate and numerate.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this one day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

What are the specific details?

Price Available upon request
Duration Varies

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions



What will I learn on this course?

This workshop will cover:

- > Introduction to the **structure** of Sage
- > Create a **Company**
- > Create **Customers**
- > Produce various **Customer reports**
- > Create **Suppliers**
- > Produce various **Supplier reports**
- > Explore the **Nominal Ledger** and discuss how best to manipulate it
- > Enter data into the **Sales** and **Purchase** ledgers
- > Enter opening balances into the **Nominal** ledger from a manual Trial Balance
- > Deal with **invoices, credit notes** and **banking**
- > Explore how **double-entry** book-keeping has been carried out by Sage
- > Understand the different VAT codes
- > Look at **Financials**
 - > Discuss the relevance of the **Audit Trail**
 - > Produce a **Trial Balance, Profit and Loss, Balance Sheet**
- > **Backup** data procedure

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

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