

Sage 50 - New User

Category: Sage 50, Sage 50 Accounts

The following topics are covered during the Sage New User course:

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

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training courses, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

Course Objectives

This course is suitable for anyone wishing to develop or enhance their knowledge of Sage 50. This Powerful small business accounting and invoicing solution is ideal for its use of book keeping at work, or for starting a business. On this course you will learn how to create invoices, VAT returns and much more.

Course Details

To suit client

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course.

Training Locations

This training is delivered as a closed course at your company's premises. We can bring our mobile IT classroom to any UK or European location, so no matter where you are based, SquareOne can come to you.

Course Dates

[View our full course schedule here.](#)

Where We Have Trained

SquareOne have delivered training solutions throughout the UK in locations such as London, Liverpool, Wirral, Merseyside, Blackpool, Manchester, Sussex, Surrey, Hampshire, Edinburgh and Belfast. We have also trained at international locations such as France, Germany, Switzerland, Scandinavia and USA.

Training has been delivered to a diverse range of industries including oil and gas, agriculture, automobile manufacture, food production, the arts and finance.

BOOKING

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

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