

MSC Computer Training

Training Course Specification

Course: Sage 50 Accounts Intermediate

Duration: Two days

Aims and objectives of the course:

This course is designed for users of Sage Instant, Instant Plus or other versions of Sage accounts who wish to extend their knowledge of the system to incorporate stock monitoring

Who should attend:

Those who wish to extend the use of Sage Line 50 to include stock monitoring, the use of Sage invoices and report creation and generation

Pre requisites:

Some knowledge of Sage Accounting systems is recommended.

Course Contents¹

Purchase Order Processing	Learn how to process and print <ul style="list-style-type: none">• purchase orders• update supplier records• Remittance advice notes• Credit notes• Records Goods inwards
Sales Order Processing	Learn how to process and print <ul style="list-style-type: none">• Sales orders• Despatch notes• Invoices• Update customer records• Record goods outwards• Set up and maintain customer discounts.
Products	Learn how to <ul style="list-style-type: none">• Insert products and stock• Monitor goods inwards and outwards,• Stock levels• Set up a bill of materials• Set re-order levels• Place products into categories
Reports	Learn how to: <ul style="list-style-type: none">• Alter existing reports• Create your own reports.

¹ You can mix and match subjects from more than one course outline if you wish

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Bad Debt	Investigate options for writing off bad debts and their implications for VAT
Transferring Data	Learn how easy it is to export data to Microsoft Excel, Word and Outlook
Other items	<ul style="list-style-type: none">• Deal with the Fixed Asset register• Manage and forecast cash flow• Set budgets• Prepare for and process a month end and year end return• Using Bill of Materials to monitor the cost of manufacture