

Sage 50 Accounts – 2 Day course

This course is suitable for users who have a basic understanding for Sage 50 Accounts and will help the delegate to understand its core operations. Some of the key topics include processing invoices, credit notes and payments, managing the sales ledger, posting bank payments and receipts, error correction and protecting your data.

- How to enter supplier invoices and credit notes
- Be able to post supplier payments including printing remittance advices, cheques and using e-banking.
- Know how to create and print service invoices and credit notes for customers.
- Be able to post customers receipts and understand how to manage the sales ledger, include disputing invoices.
- How to deal with contra entries
- Posting bank and cash transactions.
- How to use reoccurring entries.
- How to interrogate data using searches for reporting.
- How to backup and restore data
- How to post and correct journal entries
- How to process customer payments and issue refunds