

# interalia

## Sage Line 50

### Introductory Course

A practical course for all Sage users and account managers who need to start working with computerised accounts or develop their understanding of the software features.

After this course you will be able to:

- Install Sage Line 50
- Set up a company profile and configure it
- Navigate around the menus and use the help function
- Create, delete and amend Nominal Accounts
- Create bank, cash and credit card accounts
- Create and amend Customer and Supplier records
- Enter opening balances
- Enter product details
- Set up password protection and amend access rights
- Routinely maintain and back up your data
- Restore Data

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



**Borders Learning Centre**, Interalia, 26 High Street, Hawick TD9 9EH

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## Sage Line 50

### Managing Sales and Credit Control

A practical course for all personnel involved directly with Sales, Invoicing, Credit Control or Management.

After this course you will be able to:

- Create and amend customer records
- Set, review and alter credit limits and trading terms
- Create and apply discount structures
- Raise a sales order/quotation
- Allocate and despatch stock
- Produce a delivery note
- Raise product and/or service invoices and credit notes
- Enter batch customer invoices and credit notes
- Enter and allocate payments received
- Account for refunds/write-offs and returned cheques
- Produce credit control reports and reminder letters
- Write off bad debts

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Sage Line 50

### Purchasing and Product Management

A practical course designed for all those who deal with suppliers, purchasing and stock.

After this course you will be able to:

- Enter and amend Supplier Records including default settings and trading terms
- Record invoices and credit notes
- Reconcile supplier statements and pay suppliers
- Create, process and manage purchase orders
- Customise product records
- Create a bill of materials
- Create a stock management routine

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Sage Line 50

### Management and Control

A practical course designed for finance managers and senior management.

After this course you will be able to:

- Deal with nominal payments and receipts and reconcile the bank accounts
- Adjust records for refunds, write-offs and returns
- Understand how to make adjustments and corrections
- Adjust VAT codes
- Create a VAT return and make appropriate journal entries
- Customise the chart of accounts
- Produce trial balance, profit and loss and balance sheet reports
- Use the MIS system
- Customise existing report layouts
- Deal with period/year end routines
- Integrate sage with other applications such as MS Excel
- Use cash flow and budget facilities.

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Bookkeeping

### Bookkeeping for Sage Users

A basic, no-nonsense course dealing with the principles of bookkeeping. This course is designed to help you to understand the principles of double-entry bookkeeping and ledger control so that you can:

- Understand the postings made by Sage
- Safely make corrections to Sage entries
- Confidently post Journal entries
- Manage Control Accounts
- Confidently check VAT Returns and Management Reports

It is recommended that this course is undertaken in conjunction with your [Sage Training Course](#).

**Duration:** 2 hours

**Location:** Borders Learning Centre, Interalia



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## Bookkeeping

### Keeping Business Books and Records

A basic, practical course covered in two sessions aimed at everyone responsible for the record keeping of a new or existing business- with or without a computer! It is designed to keep the process as simple as possible while still providing the information required by government agencies and, just as importantly, the information you need to manage and grow your business.

At the end of this course you will know:

#### Session 1

- Which statutory records you must keep.
- Which records are advisable to keep for your information in order to keep a track of your business and plan its growth
- The basic principles of double-entry bookkeeping
- How and when to record the information

#### Session 2

- How to group information to produce reports
- The difference between a budget and a cashflow and how to create them
- How and why to use simple control accounts
- What tools and systems are available to help you
- How and when to delegate

**Duration:** 2 x 2½ hours

**Location:** Borders Learning Centre, Interalia



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## Sage Payroll

A practical course designed for new and experienced operators of Sage Payroll.

This course is intended to give you an understanding of how tax and National Insurance are calculated as well as a working knowledge of how Sage Payroll handles all the information you input. The course is divided into two sessions each lasting 2.5hrs.

After this course you should be able to:

- Install and set-up Sage Payroll, including access rights
- Set up department and cost centres and company details
- Set up absence details, holiday and pension schemes
- Deal with deductions, attachments, tax credits and tax funding
- Set up a nominal link to Sage Line 50
- Retain Historical Data
- Enter and update employee records and pay elements.
- Process starters and leavers – dealing with P45s
- Manage SSP,SMP,SPP and SAP
- Process a weekly/monthly payroll
- Produce payroll report and print payslips and P45s
- Check data, back-up and update
- Manage your payments to Inland Revenue
- Deal with annual returns and P60s

**Duration:** 2 x 2½ hours

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## Sage Instant Payroll

A practical course designed for those operating a payroll for up to 10 employees

- Install and set-up Sage Instant Payroll
- Set up department and company details
- Set up absence details, holiday and pension schemes
- Deal with deductions, attachments, tax credits and tax funding
- Set up a nominal link to an accounts programme
- Retain Historical Data
- Enter and update employee records and pay elements.
- Process starters and leavers – dealing with P45s
- Manage SSP,SMP,SPP and SAP
- Process a weekly/monthly payroll
- Produce payroll report and print payslips and P45s
- Check data, back-up and update
- Manage your payments to Inland Revenue
- Deal with annual returns and P60s

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Sage Instant Accounts

### Introductory Course

A practical course for all Sage users and account managers who need to start working with computerised accounts or develop their understanding of the software features.

After this course you will be able to:

- Install Sage Instant Accounts
- Set up a company profile and configure it
- Navigate around the menus and use the help function
- Create, delete and amend Nominal Accounts
- Create bank, cash and credit card accounts
- Create and amend Customer and Supplier records
- Enter opening balances
- Enter product details
- Set up password protection and amend access rights
- Routinely maintain and back up your data
- Restore Data

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Sage Instant Accounts

### Managing Customers, Suppliers, Products and Invoicing

A practical course for all personnel directly involved with Sales and Purchase Ledgers, Invoicing and Products

After this course you will be able to:

- Create and amend customer records
- Set, review and alter credit limits and trading terms
- Create and apply discount structures
- Raise product and/or service invoices and credit notes
- Enter batch customer invoices and credit notes
- Enter and allocate payments received
- Account for refunds/write-offs and returned cheques
- Produce credit control reports and reminder letters
- Write off bad debts
- Enter and amend Supplier Records including default settings and trading terms
- Record invoices and credit notes
- Reconcile supplier statements and pay suppliers

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Sage Instant Accounts

### Management and Control

A practical course designed for finance managers and senior management.

After this course you will be able to:

- Deal with nominal payments and receipts and reconcile the bank accounts
- Adjust records for refunds, write-offs and returns
- Understand how to make adjustments and corrections
- Adjust VAT codes
- Create a VAT return and make appropriate journal entries
- Customise the chart of accounts
- Produce trial balance, profit and loss and balance sheet reports
- Customise existing report layouts
- Deal with period/year end routines
- Use Sage Task Manager

**Duration:** 3 hours

**Location:** Borders Learning Centre, Interalia



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## Customised Sage Course

This course provides you with the opportunity to select processes in the Sage Line 50 / Sage Instant Accounts / Sage Payroll elements with which you or your staff need specific training.

It is not intended to replace our listed Sage Courses which are designed to cover related topics, but can be task specific and tailor-made.

The first session of these courses will consist of a **Training Needs Analysis** whereby the trainer can identify your aims and objectives and discuss with you your needs and requirements. Thereafter a course plan will be produced for your approval.

**Location:** Onsite or Borders Learning Centre, Interalia

