

SAGE Line 50

Learning Objectives

This course is designed to introduce the **fundamental features of Sage Line 50**, enabling you to get up and running with the software as quickly and confidently as possible:

- Concentrates on all the period end routines that are necessary in order to continue problem-free accounting
- Provides essential training for users of **Sage Line 50 Accountant Plus and Financial Controller** who deal with invoice production, stock control and reporting, sales and purchase order processing, and who also trade overseas
- Teaches **Report Design**, making the most of the flexible report designer supplied with the Sage Line 50 range
- Links Sage Line 50 with Microsoft Office and helps you manipulate accounts data stored in Sage Line 50, when used in conjunction with Microsoft Office packages such as Excel and Word
- Explores possible uses of the software in various real life situations and environments

Sage Line 50 Course Structure

Working on PCs in small classes, this course teaches the 'ins and outs' of SAGE Line 50. You will spend individual time with the tutor, relating the software to your own specific needs. With its combination of hands-on tuition and numerous mock projects, this course gradually builds your confidence and your ability to accomplish any project quickly and efficiently.

COURSE CONTENTS

1. Introduction to Course. Information and data. Business objectives and strategy.
2. Delivering information systems; Organisational elements, Accounting issues, Structural issues
3. Projects. Definition, initiation, planning, monitoring and control, feasibility studies. Project management software.
4. Developing information systems.

Royal Patron: HRH Prince Michael of Kent, GCVO

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5. Investigating and recording user requirements.
- 6 Documenting and modelling user requirements. Process, static and event models.
7. External design; development of solutions; software packages and selection.
8. Technical and legal requirements. Legal compliance.
9. Quality assurance. Testing, implementation, post-implementation reviews.
10. Change control. Management issues.
11. Revision and mock examination
12. Revision and mock examination feedback

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