

## Videos and Chapter List

Starter Pro

### 1. Getting Started

The Sage Line 50 Variants and Versions	X	X
Keeping financial records		X
Demo data		X
Desktop views and toolbars	X	X
Shortcut keys	X	X
Smart links	X	X
Navigation Bar Tasks and Links	X	X
Settings overview	X	X
Configuration editor overview	X	X
General Tab		X
Chart of Accounts		X
Terms Tab	X	X
Tax Codes	X	X
Account Status		X
Products Tab	X	X
Fixed Assets		X
Custom Fields		X
Dispute Reasons		X
Credit Control		X
Project CostingTab		X
Company preferences overview	X	X
Address tab	X	X
Labels tab		X
Parameters tab	X	X
Reporting Tab	X	X
Accountant tab		X
Budgetting tab		X
VAT tab	X	X
Payment Solutions tab		X
Customer defaults overview	X	X
Record tab	X	X
Statements tab		X
Ageing tab	X	X
Discount tab		X
Supplier defaults overview	X	X
Record tab	X	X

Ageing tab	X	X
Bank Defaults	X	X
Product defaults	X	X
Invoice and order defaults overview		X
General tab		X
Footer Defaults tab		X
Options tab		X
Discount tab	X	X
Intrastat tab		X
Cash Sales tab		X
Financial Year	X	X
Change program date	X	X
Currencies		X
Countries		X
Control accounts in Settings menu		X
Access Rights and Change Password	X	X
<b>2. Customers</b>		
Intro to Customers Module	X	X
Customer records module and toolbars	X	X
Customer views	X	X
Delete Print list Duplicate Batch change		X
Sorting Customer Records	X	X
Sorting Customer Records - old	X	X
Setting up a customer record	X	X
Viewing and editing customer records	X	X
Searching and analyzing customer records	X	X
Price list		X
Customer activity	X	X
Aged balances	X	X
Batch customer invoice and credit and skeletons overview	X	X
Batch customer invoice	X	X
Batch customer credit	X	X
Note re allocating customer credit note	X	X
Skeleton Batch customer invoice and credit note		X
Disputes in customers module		X
Charges		X
Phone dialer in Customers module		X
Labels for customers	X	X
Letters to customers	X	X
Customer statements	X	X
Customer reports	X	X
Tasks and links for this module	X	X
Write off or refund		X
Customer refund	X	X

### 3. Suppliers

Intro to supplier module	X	X
Supplier records module and toolbars	X	X
Supplier views	X	X
Delete Print list Duplicate Batch change		X
Sorting Supplier Records	X	X
Setting up a supplier record	X	X
Viewing and editing supplier records	X	X
Searching and analyzing supplier records	X	X
Supplier activity	X	X
Aged balances	X	X
Batch supplier invoice and credit and skeletons overview	X	X
Batch supplier invoice	X	X
Batch supplier credit	X	X
Note re allocating supplier credit note	X	X
Batch supplier invoice skeleton		X
Disputes in suppliers module		X
Phone dialer in suppliers module		X
Labels for suppliers	X	X
Letters to suppliers	X	X
Supplier reports	X	X
Tasks and links	X	X
Write off or refund		X
Supplier refund	X	X

### 4. The Nominal Ledger (aka Company)

Intro to nominal ledger	X	X
What is the nominal ledger	X	X
Note re debits credits assets liabilities	X	X
Nominal records module and toolbars	X	X
Nominal views and layouts	X	X
Delete print list send duplicate		X
Sorting nominal records	X	X
Searching and analyzing nominal records	X	X
Setting up a nominal record	X	X
View and edit nominal records	X	X
Nominal activity	X	X
Intro to journals	X	X
What is a journal	X	X
Journal entry	X	X
Journal skeleton		X
Journal reversals		X
Journal reversal manual	X	X
Prepayments overview		X
Setting up a prepayment		X
Posting a prepayment		X

Accruals overview		X
Setting up an accrual		X
Posting an accrual		X
Chart of accounts overview	X	X
Chart of accounts default layout of accounts overview	X	X
Floating nominal accounts		X
Chart of accounts print check save	X	X
Chart of accounts edit	X	X
Chart of accounts add new		X
Chart of accounts copy		X
Chart of accounts change current layout	X	X
Nominal ledger reports	X	X
Tasks and links Nominal and Financials	X	X

## 5. The Bank

Intro to bank module	X	X
Bank accounts module and toolbar	X	X
Print list duplicate		X
Sorting bank records	X	X
Intro to types of bank accounts	X	X
Setting up a bank record	X	X
Viewing and editing bank records	X	X
Bank activity	X	X
Intro to bank reconciliation	X	X
The importance of the bank reconciliation	X	X
Statement Summary Window	X	X
Layout of bank rec screen	X	X
Bank rec using statement summary	X	X
Bank rec without statement summary		X
Adding adjustments during bank rec	X	X
Saving a partly reconciled bank rec	X	X
Viewing previous reconciliations		X
Unreconciled payments and receipts	X	X
Intro to bank payments supplier payments allocating credit notes and discounts	X	X
Posting a bank payment	X	X
Bank payment skeleton		X
Supplier payment in full	X	X
Supplier part payment	X	X
Supplier discounts	X	X
Intro to supplier payments on account	X	X
Supplier payment on account with outstanding balance		X
Supplier payment on account no invoice VAT standard accounting	X	X
Supplier payment on account no invoice VAT cash accounting	X	X
Allocating supplier payment on account	X	X
Allocating supplier credit notes		X
Intro to remittances		X

Viewing and print remittances		X
Intro to bank receipts customer receipts allocating credit notes and discounts	X	X
Posting a bank receipt	X	X
Bank receipt skeleton		X
Customer receipt in full	X	X
Customer receipt in part	X	X
Customer discounts	X	X
Customer payment on account (VAT considerations)	X	X
Allocating customer payment on account	X	X
Allocating customer credit notes	X	X
Petty cash intro	X	X
Petty cash payment	X	X
Petty cash receipts inc customer receipt	X	X
Credit cards intro	X	X
Credit card payment inc supplier payment	X	X
Credit card receipt or refund		X
Bank transfers intro	X	X
Bank transfer current to deposit and deposit to current	X	X
Bank transfer current to petty cash	X	X
Bank transfer to pay credit card		X
Recurring entries intro	X	X
Recurring entry bank cash credit card payment or receipt	X	X
Recurring entry customer receipt on account		X
Recurring entry supplier payment on account		X
Recurring entry journal debit and credit		X
Recurring entry bank cash credit card transfer		X
Recurring entries processing or posting	X	X
Cashflow		X
Bank statement report	X	X
Cheque printing		X
Bank reports	X	X
Tasks and links	X	X
<b>6. Invoicing (Sales)</b>		
Intro to Invoicing Module	X	X
Overview of invoicing module and toolbars	X	X
Sorting invoice lists	X	X
Searching and analyzing sales invoices	X	X
Delete print list duplicate		X
Overview of quotations toolbars and layout		X
Producing a service quotation	X	X
Editing maintaining and converting quotations		X
Intro to producing invoices and credit notes	X	X
Service invoice	X	X
Service credit note	X	X
Product invoice		X

Product credit note		X
Editing invoices and credit notes	X	X
Proforma invoice		X
Invoice skeleton		X
Recurring invoices		X
Printing invoices and credit notes	X	X
Updating or posting invoices and credit notes	X	X
Invoice labels		X
Invoice reports	X	X

## 7. Financials (aka Company)

Intro to Financials Module	X	X
Overview of Financials toolbars and views	X	X
Audit trail layout	X	X
Audit trail find search and sort	X	X
Debits and credits Assets and liabilities	X	X
VAT return check figures standard accounting		X
Management reports	X	X
Trial balance	X	X
Profit and loss report	X	X
Balance Sheet	X	X
Quick ratio liquidity report		X
Budget report or Variance		X
VAT schemes cash accounting and standard	X	X
VAT return configure VAT settings	X	X
VAT return scale charges		X
VAT return calculate VAT	X	X
VAT return check figures standard accounting	X	X
VAT return check figures cash accounting	X	X
VAT return analysing on standard accounting	X	X
VAT return analysing on cash accounting	X	X
VAT return manual adjustments		X
VAT return reconcile	X	X
VAT return printing	X	X
VAT EC Sales List		X
VAT Reverse Charge Sales List		X
VAT return clear VAT control accounts	X	X
VAT return submission		X
VAT return payment	X	X
Verify		X
Financials Reports		X
Tasks and links Nominal and Financials	X	X

## 8. Products (Stock)

Intro to products		X
Overview of products module toolbars and views		X

Delete, copy discount, print list, duplicate, batch change		X
Sorting products lists		X
Setting up a new Products record		X
Viewing and editing products records		X
Searching and analyzing products lists		X
Price list		X
Activity		X
Shortfall		X
Adjustments in		X
Adjustments out		X
Transfer finished assemblies		X
Stock take		X
Check BOM or stock makeup		X
Returned products		X
Allocating products		X
Labels tab		X
Products reports		X
Tasks and Links		X
Searching and Analyzing Product Lists - New		X
<b>9. Report Designer</b>		
Intro to Report Designer		X
Overview of report designer module toolbars and panes		X
Building a simple report		X
Modifying existing reports		X
<b>10. Data management &amp; file menu</b>		
Intro to data management and file menu	X	X
Overview of file menu	X	X
Backup frequency and routine	X	X
Backup procedure		X
Importing data		X
Overview of maintenance	X	X
Check data	X	X
Error corrections	X	X
Reindex, Compress Data, Rebuild		X
Restore procedure		X
<b>11. Tools Menu</b>		
Intro to Tools Menu	X	X
Global changes	X	X
Contra entries		X
Activation	X	X
Clear audit trail		X
Clear stock		X
Month end routine		X

Year end overview		X
Year end running		X
Prepare for new financial year		X
Options	X	X
<b>12. Task Manager</b>		
Intro to Task Manager		X
To Do tasks		X
Contacts		X
Bills		X
Accounts Due		X
Account Status		X
Recurring		X
Stock		X
Invoices		X
SOP and POP		X
Company Details		X
<b>13. Setting up your new company</b>		
Intro to setting up your new company	X	X
Overview of set up and requirements	X	X
Start up Wizard	X	X
Active set up checklist	X	X
Chart of accounts and configuration etc	X	X
Customer and supplier opening balances	X	X
VAT schemes	X	X
Opening balances nominal and bank	X	X
Product opening balances	X	X
Desktop views and toolbars		X