



Accounting Concepts
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Seminars / Sage in the City

Manual Book-Keeping Course
 understand double entry book-keeping (Ref: SITC-DEB)

Starting with manual book keeping leading to Sage 50.

David J. Silverman : believes that with real face to face training the true understanding of double entry book-keeping can be achieved within 2 days & within 3 days basic areas of sage 50 can also be understood.

Candidates can further develop their knowledge by then undertaking Certification Level 1, 2 and 3. (They would not need to attend day 3 or 4 of Sage Certification Level 1)

Benefits of this course:
Fast-track approach
Manual book-keeping, 2 days over 2 weeks (can be booked as a stand alone course)
Sage 50, 3 days over 3 weeks (should have attended manual book-keeping course)
Using unique case study work book/e-book
Clear logical explanation of routines
Question/answer times after each session
Free telephone support during the courses (up to 5 minutes per week)
Discounts on any Sage 50 software orders in the future

Day 1: DOUBLE ENTRY BOOK KEEPING

INTRODUCTION TO DEB - (RECORDING TRANSACTIONS)

Session No.	Times	Session Outline	Extra Details
1	09:30 to 10.00	Introduction to course	Work book /E-BOOK
2	10:00 to 10.30	Explaining Double entry book keeping	Work book –Tasks 1-6 & 7-8 & additional tasks
3	10:30 to 11.00	Opening balances	TASK 1
4	11.00 to 12.00	Sales Invoices /Sales day book & credit notes	TASK 2
5	12.00 to 13:00	Purchase invoices /Purchase day book & credit notes	TASK 3
	13:00 to 14.00	Lunch Break	
6	14.00 to 14.30	Customer Receipts	TASK 4 (A)
7	14:30 to 15.00	Supplier Payments	TASK 4 (B)
8	15.00 to 15.30	Non Customer Receipts	TASK 4 (C)
9	15.30 to 16.00	Non Supplier Payments	TASK 4 (D)
10	16.00 to 17.00	Supplier Refund Customer Refund	TASK 4 (F) TASK 4 (E)
	17.00 to 18.00	Questions /Answer time	

Day 2: DOUBLE ENTRY BOOK KEEPING

ENTERING OF JOURNALS – (ONTO EXTENDED TRAIL BALANCE)

Session No.	Times	Session Outline	Extra Details
1	09:30 to 10.00	Petty Cash Expenses	TASK 5 (A)
2	10:00 to 10.30	Transfer of money back to petty cash	TASK 5 (B)
3	10:30 to 11.00	Journals	TASK 6
4	11.00 to 12.00	Profit & loss a/c & (template)	TASK 7
5	12.00 to 13:00	Balance sheet & (template)	TASK 8
	13:00 to 14:00	Lunch Break	
6	14.00 to 14.30	VAT 1 WORKINGS	Additional Task
7	14:30 to 15.00	VAT 2 VAT RETURN	Additional Task
8	15.00 to 15.30	CASH BOOK TICK TO STMT	Additional Task
9	15.30 to 16.00	BANK RECONCILIATION	Additional Task
10	16.00 to 17.00	EXTRA TIME TO COMPLETE CASE STUDY	All Tasks
	17.00 to 18.00	Questions /Answer time	

Notes to Candidates:

1. Candidates will use their own laptops and must have excel installed on them
2. Excel Templates will be supplied
3. By the end of the 2 day course, candidates will have a substantial knowledge of double entry book keeping
4. The next step would be to undertake 3 days of sage 50 (coding data from the case study)

