



Accounting Concepts
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Seminars / Sage in the City

SAGE 50 3 Day Starter Course (Ref: SITC-3DS)

Following on from the manual book keeping course

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: only 5 days over 5 weeks.
Basic Understanding manual book keeping 2 days (Can be booked as stand -alone option)
Basic Understanding of Sage 50 3 days (not able to be booked as stand -alone option)
Unique power point presentations
Clear logical explanation of routines
Question/answer times after each session
Free telephone support during the 5 week course (up to 5 minutes per week)
Discounts on any Sage 50 software orders in the future

Day 3: SAGE 50 –CASE STUDY			
Coding of data for Sales & Purchases invoices			
Session No.	Times	Session Outline	Extra Details
1	10:00 to 11:15	Understanding Sage 50 Nominal codes	Power Points
2	11:30 to 12:45	Coding of original Case study Data	Looking at templates
3	13:15 to 14:30	Data Entry Sale invoices (vat see day 5)	SAGE 50
4	14:45 to 16:00	Data Entry Purchas invoices(vat see day 5)	SAGE 50
	16:00 to 17:00	Question/Answer Time	

Day 4: SAGE 50 –CASE STUDY

Bank transactions

Session No.	Times	Session Outline	Extra Details
1	10:00 to 11:15	Bank Receipts - Customers	Matching
2	11:30 to 12:45	Bank Receipts - Non-Customer (Coding)	B/Sheet & Profit-loss
3	13:15 to 14:30	Bank Payments - Suppliers	Matching
4	14:45 to 16:00	Bank Payments - Non-Suppliers (Coding)	B/Sheet & Profit-loss
	16:00 to 17:00	Question/Answer Time	

Day 5: SAGE 50 –CASE STUDY

VAT

Session No.	Times	Session Outline	Extra Details
1	10:00 to 11:15	Vat -Goods	Tax Codes T1/T0/T2/T4 T5/T7/T8
2	11:30 to 12:45	Vat -Services	Tax Codes T22/T23/T24
3	13:15 to 14:30	Chart of Accounts –Profit &loss a/c	
4	14:45 to 16:00	Chart of Accounts- Balance sheet	
	16:00 to 17:00	Question/Answer Time	

Notes to Candidates:

- Each day will cover an important area of the Sage 50. (The Sage CD must be purchased before the course-this can be done via our web site)
- Candidates will use their own laptops and the software will be installed at the start
- By the end of the 3 day course, candidates will have good basic knowledge of Sage 50

