



Accounting Concepts
 tel/fax +44 (0) 20 8449 8554
 mobile +44 (0) 7958 501 004
 Email: davidjsilverman@btinternet.com

Seminars / Sage in the City

Courses leading to sage certification (Ref: SITC-CL01)

SAGE 50 Certification Level 1

David J. Silverman : believes that with real face to face training, the true potential of Sage 50 can be understood within 5 days, for each level, leading to Certification Level 1, 2 and 3.

Benefits of this course:
Fast- track approach: only 5 days over 5 weeks
Normally, self - study course is for 6 months
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 15 minutes per week)
Mock Exam and mentoring to pass Sage 50 Certification Level 1

Day 1: Setup of Sage 50			
Session No.	Times	Session Outline	Extra Details
0	09:30 to 10:00	Installation of Sage 50 Software	On to Candidates' Laptops
1	10:00 to 11:15	Navigation of SAGE 50	Functions/Searches
2	11:30 to 12:45	Setup of SAGE 50	Vat/Foreign/Access Rights
3	13:15 to 14:30	Nominal Code Structure of SAGE 50	Add/Delete/COA
4	14:45 to 16:00	Backup/ Restore/ File Maintenance	TIPS
	16:00 to 17:00	Question/Answer Time	

Day 2: Setup of Opening Balances			
Session No.	Times	Session Outline	Extra Details
1	10:00 to 11:15	Opening Balances - Setup	3 OR 4 TYPES
2	11:30 to 12:45	Customers - Setup	UK/EC/ROW
3	13:15 to 14:30	Suppliers - Setup	UK/EC/ROW
4	14:45 to 16:00	Bank Accounts - Setup	TIPS
	16:00 to 17:00	Question/Answer Time	

Day 3: VAT and Data Entry

Session No.	Times	Session Outline	Extra Details
1	10:00 to 11:15	VAT Part: 1	Tax Codes-Goods
2	11:30 to 12:45	VAT Part: 2	Tax Codes-Services
3	13:15 to 14:30	Sales Invoices/ Credit Notes	Data Entry/Reports
4	14:45 to 16:00	Purchase Invoices/ Credit Notes	Data Entry/Reports
	16:00 to 17:00	Question/Answer Time	

Day 4: 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	B/Sheet & Profit-loss
3	13:15 to 14:30	Bank Payments- Suppliers	Matching
4	14:45 to 16:00	Bank Payments- Non- Suppliers	B/Sheet & Profit-loss
	16:00 to 17:00	Question/Answer Time	

Additional Information covered on the day:
Customer refunds/Vat payments/Matching of Credit Notes.

Day 5: Additional Knowledge

Session No.	Times	Session Outline	Extra Details
1	10:00 to 11:15	Journals	Memorise/ Recall
2	11:30 to 12:45	Budgets	Standard/ Advanced
3	13:15 to 14:30	Questions /Answers	
4	14:45 to 16:00	Mock Exam	
	16:00 to 17:00	Question/Answer Time	

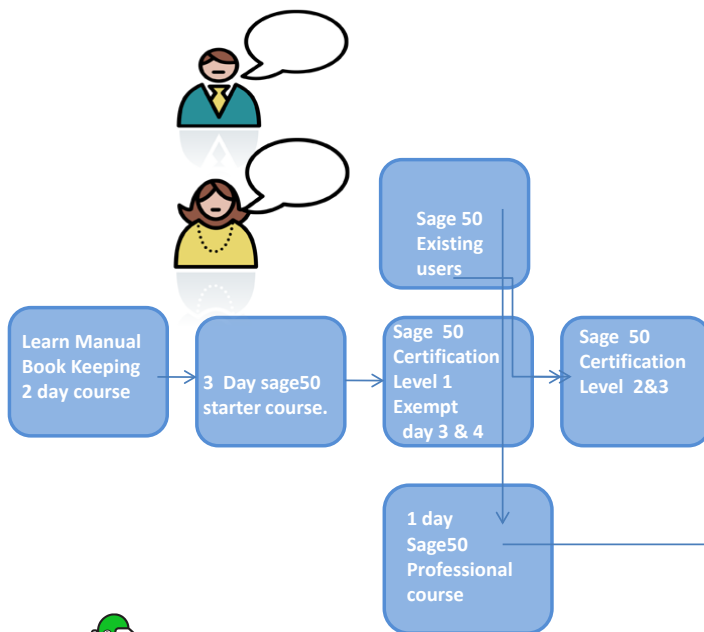
Day 6: Revision & Online Exam

Session No.	Times	Session Outline
1	10:00 to 14:00	Revision – Tips, Advice and Practice time
2	16:00 to 17:00	Online Exam

Notes to Candidates:

- Each day will cover an important area of the Sage 50 self- study workbooks.
(There are four workbooks altogether plus a CD of the Sage 50 program.)
- Candidates will use their own laptops and the software will be installed on day 1.
- By the end of the 5 day course, candidates will have a substantial knowledge to enable them to pass Sage 50 Certification Level 1 and will have practiced all areas with the ability to ask questions.
- Day 6 will be an online exam for Sage Certification Level 1.

Discover your **Training** Road Map to Understanding Sage 50



Accounting Concepts

Sage 50 Accredited Partner
Accounting Concepts is an established consultancy firm dedicated to supporting small to medium sized businesses with a range of book-keeping and management accounting services, based on Sage 50 software.

Now Offering "Sage In the City" Training Courses:

- Sage 50 Accreditation Courses
- Book-keeping Courses.(Manual) 2day
- Book-keeping Courses (Sage 50) 3 day
- One day Professional Courses 1 day
- Training –In house /Onsite Available
- Publications – "Talking to Sage 50"

Contact:-
David J Silverman
Accounting Concepts

Tel: 020 8449 8554
Mob: 07958 501 004



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