



Accounting Concepts  
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## Seminars / Sage in the City

### Courses leading to sage certification (Ref: SITC-CL02)

#### SAGE 50 Certification Level 2

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 2               |

| Day 1: Bank Reconciliation |                |                                    |                           |
|----------------------------|----------------|------------------------------------|---------------------------|
| Session No.                | Times          | Session Outline                    | Extra Details             |
| 0                          | 9:30 to 10:00  | Installation of Sage 50 Software   | On to Candidates' Laptops |
| 1                          | 10:00 to 11:15 | Bank Reconciliation- Understanding | Features                  |
| 2                          | 11:30 to 12:45 | Bank Reconciliation- Process       | Routines/Reports          |
| 3                          | 13:15 to 14:30 | Practice Session- Normal           |                           |
| 4                          | 14:45 to 16:00 | Practice Session- Errors           |                           |
|                            | 16:00 to 17:00 | Question/Answer Time               |                           |

| Day 2: VAT Returns |                |                                     |                            |
|--------------------|----------------|-------------------------------------|----------------------------|
| Session No.        | Times          | Session Outline                     | Extra Details              |
| 1                  | 10:00 to 11:15 | VAT Return – Procedure to Calculate | Process                    |
| 2                  | 11:30 to 12:45 | VAT Return- Checking of Data        | File Maintenance           |
| 3                  | 13:15 to 14:30 | VAT Journals                        | Trial Balance Verification |
| 4                  | 14:45 to 16:00 | VAT Return- Late Transactions       | Effect on Return           |
|                    | 16:00 to 17:00 | Question/Answer Time                |                            |

### Day 3: Customers

| Session No. | Times          | Session Outline        | Extra Details       |
|-------------|----------------|------------------------|---------------------|
| 1           | 10:00 to 11:15 | Sales Day books        | Criteria/ Searches  |
| 2           | 11:30 to 12:45 | Aged Debtors' Reports  | Criteria/Searches   |
| 3           | 13:15 to 14:30 | Customer Statements    | Reports             |
| 4           | 14:45 to 16:00 | Bad Debts & Write Offs | Discounts/ Routines |
|             | 16:00 to 17:00 | Question/Answer Time   |                     |

### Day 4: Suppliers

| Session No. | Times          | Session Outline          | Extra Details      |
|-------------|----------------|--------------------------|--------------------|
| 1           | 10:00 to 11:15 | Purchase Day books       | Criteria/ Searches |
| 2           | 11:30 to 12:45 | Aged Creditors' Reports  | Criteria/ Searches |
| 3           | 13:15 to 14:30 | Disputed Items/ Invoices | Reports            |
| 4           | 14:45 to 16:00 | Default Nominal Codes    | Routine            |
|             | 16:00 to 17:00 | Question/Answer Time     |                    |

### Day 5: Accounting Adjustments & Financial Reports

| Session No. | Times          | Session Outline                          | Extra Details |
|-------------|----------------|--|---------------|
| 1           | 10:00 to 11:15 | Depreciation Methods                     | Setup         |
| 2           | 11:30 to 12:45 | Prepayments and Accruals                 | Setup         |
| 3           | 13:15 to 14:30 | Departments' /P&L Accounts and B/ Sheets | Reports       |
| 4           | 14:45 to 16:00 | Transfer of Data to Excel & Year End     | Routines      |
|             | 16:00 to 17:00 | Question/Answer Time                     |               |

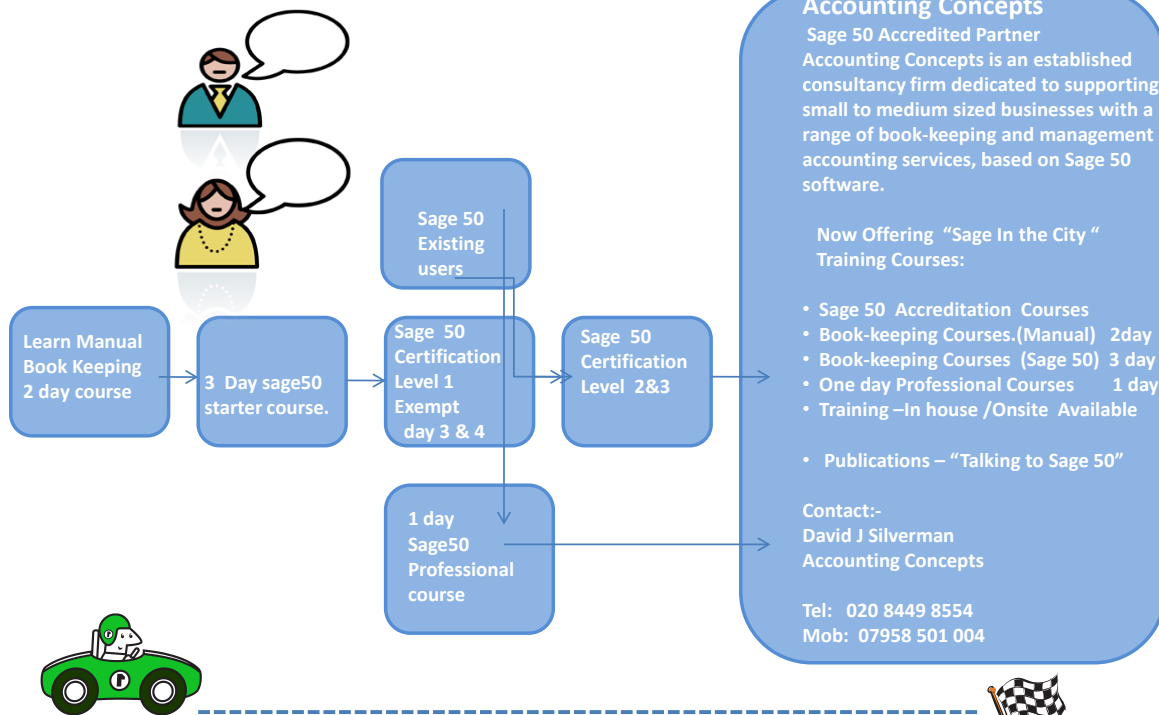
### Day 6: Revision & Online Exam

| Session No. | Times          | Session Outline                       |
|-------------|----------------|---------------------------------------|
| 1           | 10:00 to 14:00 | Revision – Tips, Advice and Mock Exam |
| 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 2 and will have practiced all areas with the ability to ask questions.
- Day 6 will be an online exam for Sage Certification Level 2.

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



Accounting Concepts: [www.accountingconcepts.co.uk](http://www.accountingconcepts.co.uk)