



Accounting Concepts
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Seminars / Sage in the City

Courses leading to sage certification (Ref: SITC-CL03)

SAGE 50 Certification Level 3

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 3

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	

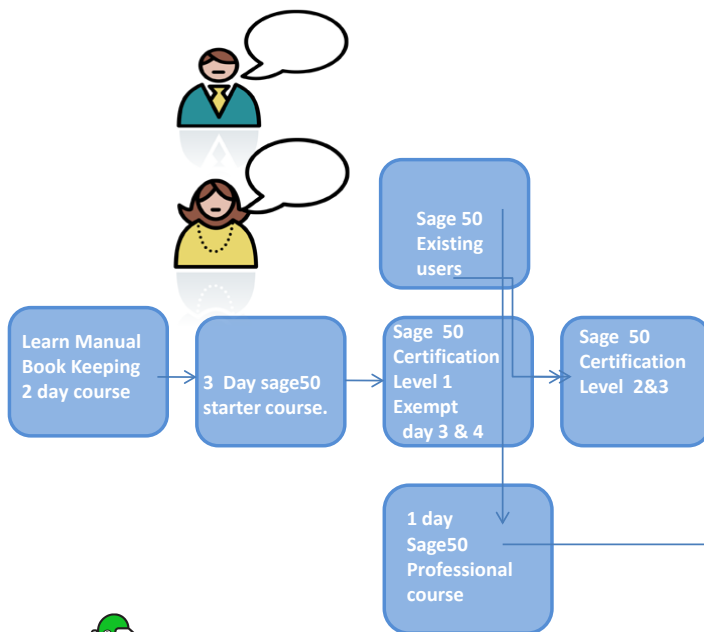
Day 6: Revision & Online Exam

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 3.
- 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 3.

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"

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