



Accounting Concepts
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Seminars / Sage in the City

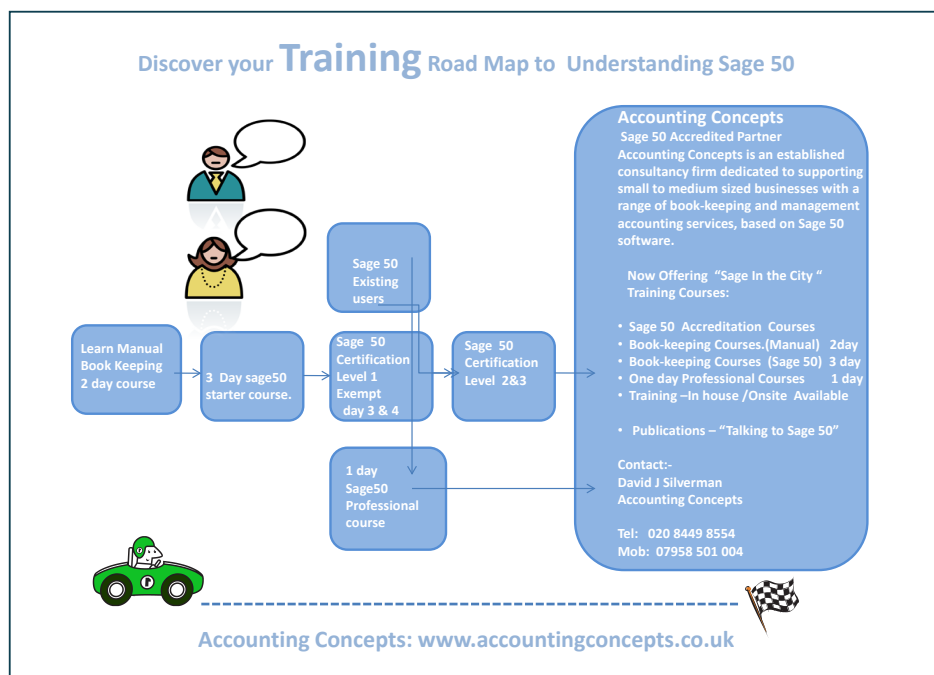
SAGE 50 - One Day Course(SITC-P010)

Preparing for Year End Audit

This one day course helps organisations understand how to prepare for the year end audit of a limited company - so as to reduce - overall audit problems/time.

Session No.	Times	Session Outline	Extra Details
1	10.00-10.30	The 3 Most Important Reports To print out and verify when using Sage 50 & How to Start the drill down process Of Data Verification	Pre-Audit Reports – Over View-ONLY Trial Balance Balance Sheet Profit & Loss A/C COA –check
2	10.30-11.00	The 3 Most Important Detailed Reports To print out and verify when using Sage 50 & How to Resolve Potential Audit problems If not correctly dealt with.	Aged Debtors Reports Aged Creditors Reports Bank Reconciliation Reports. Potential write /offs Potential Cut offs etc Old cheques
3	11.00 -12.00	The other Balance sheet Nominal codes To Verify when using Sage 50 & How to carry out Pre-Audit Checks.	Fixed Assets Stock Vat Paye Audit Check List
4	12.00 -13.00	Using a common sense approach To verifying Profit and loss account nominal codes on Sage 50	Prior Year Reports Analytical Approach

	Coffee/Tea	Breaks to be limited to 5 minute intervals during the morning session	As Requested by candidates
		Lunch Break	
5	14.00-15.00	How to use automatic checking routines On Sage 50 & errors found	Routine Explained Company – Financial - Verification File - Maintenance
6	15.00-16.00	How To Run the Year End On Sage 50 & correct time to do this	Routines Explained Tools-Period end –Year end Implications on sage 50
7	16.00-16.30	How to build the Pre Year - End Audit file Using sage Sage 50 Reports & Reports to ensure are printed out.	Balance sheet & Profit and loss Documentation
8	16.30-17.00	How to deal with Post Year End Adjustments on Sage 50 & correct dates to use	Journals Verification of Reserves
	17:00-18:00	Question/Answer Time	



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