



Accounting Concepts
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Seminars / Sage in the City

SAGE 50 - One Day Course(SITC-P004)

Dealing with the Bank Accounts

This one day course helps with understanding how to deal with the bank account on Sage 50 - so that data is accurately recorded.

Session No.	Times	Session Outline	Extra Details
1	10-10.30	How to set up Sage 50 for Bank Records -(Overview explained)	Basic Information New-wizard Record - Quick
2	10.30-11.00	How to set up Sage 50 for Bank Records . - (Foreign Currency explained.) -(Revaluation over view)	Wizards- -Activation of Foreign Trader -Foreign bank account revaluation
3	11.00 -12.00	How to enter on Sage 50 Customer Receipts Non –Customer Receipts & Double entry Book keeping	Routines Explained Step by step data input & problems encountered.
4	12.00-13.00	How to enter on Sage 50 Supplier Payments Non –Supplier Payments & Double entry Book keeping	Routines Explained Step by step data input & problems encountered
	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 set up opening balances on Sage 50	Routine Explained -3 Steps
6	15.00-16.00	How To Carry out Bank Reconciliation On Sage 50	Routines Explained -Top/Bottom Window Views
7	16.00- 16.30	How to deal with Bank Transfers on Sage 50 & Double entry Book keeping	Routine Explained
8	16.30-17.00	Data Correction on Sage 50	File - Maintenance Reversals
	17:00-18:00	Question/Answer Time	

