



Accounting Concepts  
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**Seminars / Sage in the City**

**SAGE 50 - One Day Course(SITC-P002)**

**Dealing with Customers**

This one day course helps with understanding how to deal with Customers on Sage 50 so that data is accurately recorded. But (does not cover the areas of stock control.)

Session No.	Times	Session Outline	Extra Details
1	9.30-10.30	How to set up Sage 50 for Customer Records - (Overview explained) Opening balances	Basic Information New-wizard Record -Quick Explained
2	10.30-11.30	How to set up Sage 50 for Customer Records. - (Foreign Customers explained.) &(Vat tax codes explained)	UK (T1) European Community (T4) Rest of the world (T2)
3	11.30-12.30	How to enter on Sage 50 Sales Invoices/Credit notes (Batch data entry only) & Sage Nominal codes & Double entry Book keeping	Routines Explained Step by step data input
4	12.30-12.45	How to enter on Sage 50 Bad debts	Auto Routines Small Write offs
5	12.45-13.00	How to mark on Sage 50 Disputed Customer Invoices	Routine Explained
	13.00-14.00	Lunch Break	

6	14.00-14.30	How to Checking data input & Deal with credit control on Sage 50  Setting credit limits	Sales Day Books Reports Aged Debtors Reports Customer Statements  Routine Explained
7	14.30-15.00	How to deal with European community Sales reporting on Sage 50	ECSL Goods T4 Services T22
8	15.00- 15.30	How to deal with Allocation of Credit notes on Sage 50	Bank Routine
9	15.30-16.00	Data Correction on Sage 50	File-Maintenance
10	16.00-17.00	How to produce a Profit & loss a/c & Balance sheet on Sage 50	COA
	17:00-18:00	Question/Answer Time	

