



Accounting Concepts
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Seminars / Sage in the City

SAGE 50 - One Day Course(SITC-P003)

Dealing with Suppliers

This one day course helps with understanding how to deal with Suppliers 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 Supplier Records - (Overview explained) Opening Balances	Basic Information New-wizard Record -Quick Explained
2	10.30-11.30	How to set up Sage 50 for Supplier Records. - (Foreign Suppliers explained.) &(Vat tax codes explained)	UK (T1) European Community (T7/T8)(T23/T24) Rest of the world (T2)
3	11.30-12.30	How to enter on Sage 50 Purchases Invoices/Credit notes (Batch data entry only) & Sage Nominal codes & Double entry Book keeping	Routines Explained Step by step data input Capital/Expenditure
4	12.30-12.45	How to enter on Sage 50 Default nominal code for supplier.	Auto Routines Small Write offs
5	12.45-13.00	How to mark on Sage 50 Disputed supplier Invoices	Routine Explained
	13.00-14.00	Lunch Break	

6	14.00-14.30	How to check data input & dealing with credit control on Sage 50 Setting due dates /settlement discounts	Purchase Day Books Reports Aged Creditors Reports Supplier Statements Routine Explained
7	14.30-15.00	How to deal with a mix of Nominal codes & mix of Vat when entering purchase invoices on Sage 50	Routine Explained
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	

