



Accounting Concepts
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Seminars / Sage in the City

SAGE 50 - One Day Course(SITC-P008)

Dealing with Sage 50 when importing and exporting.

This one day course helps organisations understand how to Import data into sage 50 (using CSV- Files) & Export data to Excel.

Session No.	Times	Session Outline	Extra Details
1	10.00-10.30	Understanding what CSV Files are when importing into Sage 50	Printing CSV Structure: - From Sage 50
2	10.30-11.30	How to Build CSV Files for the following Basic areas of Sage 50 Details required Allocation issues----- Allocation issues-----	File Structures for: Customers Records: Suppliers Records: Sales invoices & credit notes: Purchase invoices & credit notes: Bank Receipts: Bank Payments:
3	11.30-12.00	How to Build CSV Files for the more complex areas of Sage 50	Nominal Names/Codes Journals Opening Balances
4	12.00-13.00	How to import CSV Files into Sage 50 & Important issues-----	Routine Explained Step by step & Demonstration regarding (commars) (text)
		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 Export Data from Sage 50 Nominal Ledger Activities	Routine Explained Step By Step: Why so important
6	15.00-16.00	How To Export Data from Sage 50 Sales/Purchase Day Books	Routine Explained Step By Step: Why so important
7	16.00-16.30	How to Export Bank reports from Sage 50	Send to Routines: Reports:
8	16.30-17.00	How to Export data using office integration on Sage 50	Routines Explained What data is sent:
	17.00-18.00	Question/Answer Time	

