



Accounting Concepts
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Seminars / Sage in the City

SAGE 50 - One Day Course(SITC-P007)

Dealing with Sage 50 for invoice financing and Data-entry.

This one day course helps organisations understand how to Set up sage 50 for invoice financing and the Data-entry routines involved every month.

For double entry book keeping.

Session No.	Times	Session Outline	Extra Details
1	10.00-10.30	Understanding what Invoice Finance means & reports that need to be reconciled on Sage 50	SLCA (3rd Party) -Transactions over view MDA (3rd Party) - Transactions overview
2	10.30-11.30	How to Set up the bank account required to operate Invoice Financing correctly on Sage 50 1) Money received from customers * 2) Bank Charges 3) Exchange rates (Losses/Gains) 4) Other Charges *What if money received directly	MDA -Only Double Entry Book-keeping N/C -COA (How to process) N/C -COA (How to Process) N/C -NEW (Type of charges) Possible cut off issues
3	11.30-12.00	How to Draw down money on Sage 50	Bank transaction Required & Date to be used Possible cut-off issues
4	12.00-13.00	How to Print out reports - so as to carry out Reconciliations on Sage 50	Nominal Ledger Reports. Bank Charges Exchange rates (Losses/Gains)
		Breaks to be limited to 5 minute intervals during the morning session	
		Lunch Break	

5	14.00-15.00	How to Reconcile Sales Ledger Control A/c * Check to sales invoices handed over on Sage 50 * Reconciliation Process-----	Reports: SDB Excel
6	15.00-16.00	How To Reconcile MDA Account on Sage 50 Cut -Off Issues Cut -Off Issues	Checking of SLCA = MDA 1 £ money received -cut off 2 £ draw downs
7	16.00-16.30	How to Print off Final Reports on. Sage 50 • Build monthly information file & Back up of data	Trial balance Aged Debtors Report Other reports
8	16.30-17.00	How to Correct data on Sage 50 & Process for following month	Checks to perform Trial balance 3rd party SLCA
	17.00-18.00	Question/Answer Time	

