



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

**SAGE 50 - One Day Course(SITC-P009)**

**Dealing with Sage 50 when preparing management accounts.**

This one day course helps organisations understand how to Prepare Management Accounts when using Sage 50

Session No.	Times	Session Outline	Extra Details
1	10.00-10.30	Understanding Important Reports in Sage 50  Various Reports and how they all help With preparing Management Accounts & updating of ledgers – impact of: (if using sop & pop)	Trial Balance: Balance Sheet: (COA) Profit & Loss A/C: (COA) Aged Debtors Reports: Aged Creditors Reports: Bank Reports Nominal Ledger Day books Vat Returns **
2	10.30-11.30	Understanding How To Check Data in Sage 50  So that the Management Accounts are accurate	Chart Of Accounts  Checks & Formatting Using F7/F8  Floating Nominal codes
3	11.30-12.30	How to set up Management Accounts Templates Using Trial Balance Data from Sage 50  Initial checking of data.-----	Routines involved Trial Balances -monthly -Quarterly  Balance Sheet profit & Loss A/C
4	12.30-13.00	How to ensure That Management Accounts Templates are kept up to date from Trial balances on Sage 50  Changes that take place with Nominal Codes & possible amending of data – effects	Routines Involved Updating previous Monthly /-Quarterly  Building in Restrictions Access – Rights
		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 deal with prior year figures on Sage 50  How to Deal prior year journals (At Last Year End Audit)	Company-Financials –Prior Year reports  May have to change Nominal Accounts Actual prior year figures
6	15.00-16.00	How To Deal with Accruals/Prepayments on Sage 50  Manual or Automatic  To obtain better management accounts	Routines Explained Step By Step:  Why so important
7	16.00-16.30	How to Deal With Closing Stock on Sage 50  To obtain better management accounts	Routines Explained Step By Step:  Why so important
8	16.30-17.00	How to Deal With Depreciation on Sage 50  To obtain better management accounts	Routines Explained Set up of Depreciation in year =B/S Depreciation in year =P/L
	17.00-18.00	Question/Answer Time	

