



Accounting Concepts
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Seminars / Sage in the City

SAGE 50 -1 Day Course(SITC-P001)

Dealing with Set Up

This one day course deals with all areas that need to be set up in 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 a specific business type (Discussion of nominal codes) & how to set up correct start date.	Sole Trader Partnership Limited company
2	10.30-11.30	How to set up Sage 50 for specific Vat Schemes & how to set /amend vat % & Quick over view of tax codes (goods/services)	Company Preferences Invoicing Standard Vat Cash based Standard Vat Flat rate Annual Others
3	11.30-12.30	How to set up Sage 50 for foreign Currencies & how to enter exchange rates with the correct information each month. Setting up of foreign - customers & Setting up of foreign – suppliers.	Dollar Euro Other currencies
4	12.30-12.45	How to set up Sage 50 for Company Preferences Customer Default Supplier Default	Manager over view Video Video
5	12.45-13.00	How to set up Sage 50 for better Navigation	Process maps Dash boards Task bar Modules Tools-options

	13.00-14.00	Lunch Break	
6	14.00-14.30	How to set up Sage 50 for opening balances Nominal codes COA	Add nominal codes Delete nominal codes Control accounts
7	14.30- - -	How to set up Sage 50 for opening balances Nominal codes Importing	Simple Nominal codes CSV
8	-----	How to set up Sage 50 for opening balances Debtors/Creditors Importing	Control Accounts Customers Balances Suppliers Balances CSV
9	- - -16.30	How to set up Sage 50 for Bank Accounts.	3 steps to follow
10	16.30-17-00	How to set up Sage 50 for back -ups & Restore of data Department Budget	Data back up only Templates back up only Full back up (Audit Trails) Quick overview Quick overview
	17:00-18:00	Question/Answer Time	

