

## Sage 50 Accounting Full Course

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**Course Fee: \$690 + Tax (CAD) 50 Course Hours 24/7 Online Access**

**Assigned Instructor Prerequisites: None Certificate Course**

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Olds College is proud to partner with Simply Training to deliver high-quality Canadian accounting courses, combining industry expertise with practical learning for student success.

### Course Description:

The Sage 50 Accounting Full Course is a comprehensive bundle of the **Sage 50 Course 1 and Course 2**.

In these courses, you will learn the simplicity of working in the Sage 50 Accounting 2025 Program, including Sage 50 Cloud, Sage 50 Pro, Sage 50 Premium, and Sage 50 Quantum.

You'll begin by learning to navigate the Sage 50 program by creating a new company and working with their settings to understand how they affect the automation of features and functions in the program; you'll learn how to customize a company's Chart of Accounts. Next, you'll experience recording transactions in the various journals: General Journal entries, sales invoices, receipts, expenses, payments, credit card transactions, how to correct errors, sales tax payments, banking transactions, account reconciliation and learn to complete a business's month-end Financial Statements reporting.

After completing Sage 50 Course 1, you will proceed to Course 2, where you will learn to use other modules and features in Sage 50 that will take you to the next level. You are introduced to the payroll module, setting up Employees, processing paycheques and paying remittances, Inventory and Inventory Maintenance, Projects and Job Costing, Company Budgets, Departmental Accounting, a company's Fiscal Year-End and User security, to name a few.

Simply Training has years of experience designing courses and understanding how people learn best! We do not teach from a book, as many institutions do; instead, we teach from experience and how businesses operate today. Our instructional videos offer more than just demonstrations of recording transactions; they provide comprehensive information on bookkeeping, office procedures, and processes. We use only Canadian content and best practices, and you will have access to many Sage 50 tips and tricks.

This course provides the best value from any other Sage 50 Accounting course, as our hands-on exercises take you step-by-step to prepare you for working with Sage 50 Accounting in a business. In addition, you are assigned to an expert instructor to help you during the course and answer questions.

This course provides exceptional value! Join the thousands of Canadian office assistants, Bookkeepers, Accountants and Business Owners who have trained with us, completed courses, and are working today. Ensure you read our testimonials from students who have completed courses and achieved success, including finding employment, starting their businesses, streamlining their bookkeeping, and improving accuracy and data entry times.



This Sage 50 Accounting Full Course is included in the course bundle for money savings:

✓ **All-inclusive Bookkeeping Course**

## Course Includes:

All course materials are included in the course fee (no additional costs) and are as follows:

- Course access for six (6) consecutive months, 24/7, from anywhere at any time
- Course Outlines and Getting Started Guides in PDF
- Assigned an instructor for support and to answer questions
- Sage 50 Accounting Course 1 and 2 Instructional lesson video tutorials
- Sage 50 Accounting Course 1 and 2 hands-on, step-by-step exercises in PDF (download/print)
- Sage 50 Accounting 2025 Students Program (for educational use only)
- Certificate upon completion
- Sage 50 Course 1 and Course 2 Badges

## Sage 50 Accounting Course 1 Topics:

- ✓ Navigating in Sage 50 Accounting (Canadian)
- ✓ Creating a company in Sage 50 Accounting
- ✓ Understanding the importance of Settings and Preferences, and automating the company
- ✓ Understanding and editing the Chart of Accounts
- ✓ Understanding the purpose and use of Linked Accounts
- ✓ Printing the Chart of Accounts
- ✓ The General Journal and recording General Journal Entries
- ✓ Service Items
- ✓ Receivables Introduction and Customer Setup
- ✓ Sales Invoices, Customer Payments and Sales Receipts
- ✓ Customer management and maintenance
- ✓ Accounts Receivable Reporting
- ✓ Payables Introduction and Vendors Setup
- ✓ Recording Purchases, Bills and Expenses
- ✓ Processing Payments by Cheque, EFT, e-transfers, and Credit Cards
- ✓ Vendor management and maintenance
- ✓ Accounts Payable Reporting
- ✓ Credit Card Charges and Payments
- ✓ Learn how to undo and adjust transactions to avoid errors
- ✓ Recurring Transactions and other time-saving features
- ✓ Sales Tax Reporting and Payments
- ✓ Banking Transactions: Transfer Funds and Deposit Slips
- ✓ Bank Account Reconciliation
- ✓ Banking Reports
- ✓ Financial Statement Reporting: Trial Balance, Income Statement, Balance Sheet
- ✓ Report Centre and generating many reports
- ✓ Daily processes and Month-end procedures
- ✓ Importance of Database Management and Company Backups

## Sage 50 Accounting Course 2 Topics:

- ✓ Navigating in Sage 50 Accounting (Canadian)
- ✓ Learn to Customize Company Settings
- ✓ Payroll Introduction and Settings
- ✓ Payroll Setup; Incomes and Deductions
- ✓ Employees Records
- ✓ Processing Paycheques
- ✓ Payroll Direct Deposit
- ✓ Payroll Cheque Run (Batch Payroll)
- ✓ CRA Payroll Remittances
- ✓ Inventory Introduction
- ✓ Inventory transactions and inventory management
- ✓ Inventory Reporting
- ✓ Using Quotes, Orders and conversions
- ✓ Projects Module Introduction and Settings
- ✓ Project transactions and allocations
- ✓ Project Reporting
- ✓ Company budgets and budget reports
- ✓ Departments and departmental transactions
- ✓ Departmental Reporting
- ✓ Database Management
- ✓ Company's Fiscal Year-End and Year-End Adjusting Entries
- ✓ Fiscal Year-End Process and Reporting
- ✓ Users and Security Rights
- ✓ Using Single and Multi-User Modes

## Course Requirements and FAQ

**What are the prerequisites?** There are no prerequisites for this course.

**Who should take this course?** Anyone new to Sage 50 Accounting wants to learn to use the program proficiently (office staff, assistants, data-entry personnel, Bookkeepers, Accountants) or anyone who wants to update their Sage 50 Accounting skills and learn the automated features that save time. Registrants must be proficient in English, reading, writing, and oral communication.

**When can I get started?** You can start this course at any time your schedule permits.

**How do courses work?** Once you submit your registration, we will begin processing it, and your account login will be set up. Next, you will receive an email with your login details to access the course and get started. Once on the course page, lessons are laid out step-by-step, with a Getting Started Guide and the course syllabus.

**Where can I access the course from?** This course is available online with 24/7 access from anywhere, accessible via a computer with an internet connection.

**How long does the course take?** Your login account provides access to the courses for six (6) consecutive months; you are assigned an access expiry date in your login email. The hours to complete the courses are approximately 50 hours, including reading lesson material, completing and submitting exercises and viewing videos. Therefore, you should schedule 50 course hours within the six (6) months period.

**How Do the Videos Work?** The instructional videos are streamed and accessed from the course page. They are easily viewable on a device with a video player. Videos can be viewed multiple times to learn at your own pace and on your schedule.

**Which Sage 50 Accounting Program is used in this course?** The course exercises use the Sage 50 Accounting 2025 Premium Students Program. The Student Program is designed for registered students and provides them with the opportunity to gain experience working with Sage 50, preparing them for a job-ready position.

**Which Sage 50 Accounting Program is this course applicable to?** The course applies to all Sage 50 Accounting Canadian Programs: Sage 50 Cloud Accounting, Sage 50 Pro, Premium and Quantum Accounting. Sage 50 Accounting 2025-2013 and Simply Accounting 2012.

**Note:** In 2019, Sage 50 Accounting was renamed Sage 50cloud. The core program remains the same across all Sage 50 Accounting programs; the addition of the word 'Cloud' is merely a name change, reflecting Sage's subscription pricing model. The term "Cloud" refers to a specific Sage 50 add-on that uses Remote Data Access for a company. It is either a server or a computer program that provides remote access, allowing users to work online or offline. Also, Simply Accounting is the same program name as Sage 50 Accounting; the name was changed in 2012.

### **What are the Computer Requirements?**

- ✓ A Windows computer with Windows 10 or 11 (Desktop or Laptop)
- ✓ A computer with an internet connection
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents.
- ✓ A printer (optional), if you choose to print the course materials.

**Note:** This course requires a computer running Windows OS. If you want to use a MAC computer, you must use a Parallel program to partition the hard drive and install the Windows OS for MAC. You will incur additional setup fees and may need to enlist the help of a professional IT specialist specializing in Mac computers. It is easier to use a Windows OS computer.

**About the Instructor?** Sue Dupuy brings more than 35 years of expertise in business, accounting, and bookkeeping. She is an expert with Sage 50 Accounting and currently provides consulting and training to hundreds of bookkeepers, accountants, and business owners throughout Canada. Sue is passionate about teaching and dedicated to helping her students grow and succeed in their careers.

**How do I contact the instructor for questions or if I need help?** Your instructor is there to help you succeed and communicates with you throughout the course. Students will submit exercises, which are reviewed, and feedback is provided. If you have questions or require help, your instructor is available by email and phone.

**Do I receive a Certificate?** Students receive a certificate after completing the course exercises and quizzes. They also receive the Sage 50 Course 1 and Course 2 Badges.

**Do you provide Verifiable hours for CPD credits?** Yes, we provide students with a letter upon request.

**How Do I Register and Make Payment?** Registration for the course is available online, and the course fees are in Canadian Dollars (CAD).

### **Below are the steps for registration:**

- 1) Select the course and the "Register" button on the page.
- 2) Read and complete the terms and conditions.
- 3) **Step 1:** Complete the Student information.
- 4) **Step 2:** Complete the Billing information. It will display the course fee, sales tax, and the total payment.
- 5) **Step 3:** Select Payment; we accept all major debit and credit cards.

- 6) **Step 4:** Submit the registration. The Student will receive an email confirming registration. The Biller will receive an email confirming the registration and the payment receipt.

**Note:** Registration and payment information is secure; we do not share or sell any information to anyone.

If you have additional questions, please contact us by phone, TF: (888) 385-7007 or go to Simply Training's website and fill out the Contact Us form: <https://www.simplytraining.ca/>

If you are an employment or training agency and would like to register a student or a group of students for a course, please use the contact page to submit your request.