



Sage 50 Accounting Course 1

Course Fee: \$385 + Tax (CAD) 25 Course Hours 24/7 Online Access

Assigned Instructor Prerequisites: None Certificate Course

Course Description:

This course demonstrates the ease of using the Sage 50 Accounting 2025 Programs, including Sage 50cloud, Sage 50 Pro, Sage 50 Premium, and Sage 50 Quantum.

Unlock the full power of Sage 50 as you learn to confidently navigate the software from the ground up. You'll start by setting up a new company, exploring key settings, and discovering how they streamline and automate essential features. From customizing your Chart of Accounts to mastering daily workflows, you'll gain hands-on experience recording real-world transactions across all major journals—including sales, receipts, expenses, payments, credit card activity, and more. You'll also learn how to correct errors, manage sales tax, handle banking tasks, reconcile accounts, and complete accurate month-end financial statements. This course provides the practical skills you need to work efficiently in Sage 50 Accounting.

At Simply Training, we bring years of experience and a deep understanding of how people learn best. Unlike traditional programs that rely solely on textbooks, we teach from real-world experience and how businesses operate today. Our instructional videos go beyond simply showing transactions—they cover bookkeeping, office procedures, and practical processes. Using Canadian content, industry best practices, and expert tips and tricks, we prepare you for success in the workplace.

This course delivers unmatched value compared to other Sage 50 Accounting training, guiding you through step-by-step, hands-on exercises that build real-world confidence and job-ready skills. In addition, you are assigned to an expert instructor to help you during the course and answer questions.

This course delivers outstanding value! Join the thousands of Canadian office assistants, bookkeepers, accountants, and business owners who have trained with us, completed our programs, and are now successful in their careers. Be sure to read our student testimonials—featuring graduates who have secured employment, launched successful businesses, streamlined their bookkeeping processes, and improved their accuracy and efficiency.



This Sage 50 Accounting Course 1 is included in the following course bundles, offering you savings.

- ✓ **All-Inclusive Bookkeeping Course**
- ✓ **Sage 50 Accounting Full Course**
- ✓ **Basic Bookkeeping Course**

Course Includes:

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

- Course access for three (3) consecutive months, 24/7, from anywhere at any time
- Course Outline and Getting Started Guide
- Assigned an instructor for support and questions
- Sage 50 Accounting Course 1 Instructional lesson video tutorials
- Sage 50 Accounting Course 1 hands-on, step-by-step exercises in PDF (download or print)
- Sage 50 Accounting 2025 Students Program (for educational use only)
- Certificate upon completion
- Sage 50 Course 1 Badge

Course 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

Course Requirements and FAQ

What are the prerequisites? There are no course 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.

What are the Computer Requirements?

- ✓ A desktop or laptop computer with Windows OS 10 or 11
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents
- ✓ A printer (optional), to print the course materials
- ✓ System Requirements for the Sage 50 Program: Processor operating at a minimum of 1.0 GHz, 4 GB RAM, 4 GB hard disk space.

Note: We do not recommend using a Mac computer due to the high additional costs. You need additional software to run a Parallel program, such as Boot Camp, to partition the hard drive and install Windows. Simply Training does not provide computers for this course.

Which Sage 50 Accounting Program is used in this course? This course provides the Sage 50 Accounting 2025 Premium Student Program for registered students; there are no additional fees. The program is used to complete hands-on data-entry exercises to help students gain extensive experience. This course provides development and the practical skills to become job-ready.

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, the name Sage 50cloud was added and is the same core program across all Sage 50 Accounting programs; the addition of the word 'Cloud' is an additional feature of the Remote Data Access add-on; additional subscription fees apply. Also, Simply Accounting is the same name as Sage 50 Accounting; the name was changed in 2012.

What are the computer skills requirements? Students must have basic knowledge of working with computers and the internet, and of using File Explorer to download and organize course materials. They must know how to send emails with attachments to send exercise reports to the instructor.

How long does the course take? Your login account provides access to the course for three (3) consecutive months, and your access expiry date will be included in your login email. The course takes approximately 25 hours to complete, including reading the lessons, completing and submitting exercises, and watching the videos. Please plan to schedule about 25 hours of study time within your three-month access period.

About the Instructor? Meet your instructor, Sue Dupuy. With decades of experience with Sage 50 Accounting, she has mentored hundreds of bookkeepers, accountants, and business owners across Canada to develop new skills and advance their accounting knowledge. Her passion and commitment to excellence ensure that students gain the Sage 50 skills and confidence needed to succeed in their careers.

Course language: All course materials are available in English only. Students must be proficient in English, reading, writing, and oral communication.

When can I get started? You can start the course whenever it works for you, on your schedule —everything is available online. Everyone can join—no application or admission requirements, you can start learning today!

How does the course work? After you submit your registration, we will begin processing it and set up your account login. You will then receive an email with your login details so you can access the course and get started. On the course page, the lessons are organized step-by-step and include a Getting Started Guide, the course syllabus and lesson materials.

How do I access the course? The course is delivered online and offers 24/7 access from any location through a computer with an internet connection.

How does the Video Work? The instructional videos are streamed and accessed from the course page. They are easily viewable on any device using a video player. Videos can be viewed multiple times at your own pace.

How do I contact the instructor with questions and support? An instructor will be assigned to guide you and provide ongoing support throughout the course. After registration, you will receive an email from your instructor to establish contact. All submitted exercises will be reviewed and returned with feedback. If you need assistance, your instructor can be reached by email or phone.

Do I receive a Certificate? Students receive the Sage 50 Accounting certificate after completing the course requirements, including course exercises and quizzes.

How Do I Register and Make Payment? Registration for courses is online, and all 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 Canadian debit and credit cards.
- 6) Step 4: Submit the registration. The student receives confirmation of registration via email. The Biller receives the payment receipt and confirmation of the student’s registration.

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

If you have additional questions, please give us a call, 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.