

Sage 50 Accounting Level 1 Course 🇨🇦

25 Course Hours

24/7 Online Access

Course Fee: \$370 + Tax

Certificate Course

Assigned Instructor

Prerequisites: None

Course Description:

In this course, you will learn the simplicity of working in the Sage 50 Accounting 2021 Program.

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

Simply Training has years of experience designing courses, and we understand how people learn best! Our instructional videos offer more than just demonstrations of recording transactions; they provide information on bookkeeping, office procedures, all Canadian content, best practices and many consultants' tips and tricks.

Our courses are set apart from any other Sage 50 Accounting online or classroom courses, as our hands-on exercises take you step-by-step and prepare students to work with Sage 50 Accounting in a business. You are assigned to an instructor to help you during the course and answer questions you may have.

This course provides exceptional value! Join the thousands of Canadian office workers, Bookkeepers, Accountants and Business Owners who have completed our courses successfully and are now working with Sage 50 Accounting confidently. Ensure to read our testimonials from students who have completed the course and have helped them find work or start their own business.

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 system
- ✓ Editing the Chart of Accounts and understanding the purpose of Linked Accounts
- ✓ Recording General Journal entries and other daily transactions
- ✓ How to un-do or adjust transactions and to easily make corrections
- ✓ Customer management and maintenance, Sale Invoices, and Customer Payments
- ✓ Accounts Receivable and Accounts Payable
- ✓ Vendor management and maintenance, bills, expenses and payments by Cheque, Cash and Credit Cards
- ✓ Company Credit Cards Charges and maintenance
- ✓ Sales Tax Reporting and Payments, Recurring Transactions and other time-saving features
- ✓ Banking transactions; Transfer Funds, Deposit Slips, Reconciliation for Bank and Credit Card Accounts
- ✓ Financial Statement Reporting: Trial Balance, Income Statement, Balance Sheet
- ✓ Report Centre and generating many reports
- ✓ Month-end process and procedures
- ✓ Importance of Database Management and backing up a company

Course Includes:

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

- Course Outline and Getting Started Guide
- Assigned instructor for support and to answer questions
- Sage 50 Accounting Level 1 Instructional lesson video tutorials
- Sage 50 Accounting Level 1 hands-on, step-by-step exercises and resources
- Sage 50 Accounting 2021 Students Program (for educational use only)
- Three months (3) course access, 24/7 from anywhere at any time
- Certificate upon completion

Course Requirements and FAQ

What are the prerequisites? There are no prerequisites to take this course.

Who should take this course? Anyone new to Sage 50 Accounting and wants to learn to use the program proficiently (office staff, assistants, data-entry personal, Bookkeepers, Accountants) or for anyone who wants to update their Sage 50 Accounting skills and learn new automated features to help save time.

When can I get started? You can get started on this course anytime your schedule permits.

How do courses work? Once registered, your registration is processed, and your login account is created. Next, you receive the welcome email with your login information to access the course and get started. On the course page, lessons are structured in an easy step-by-step format, with the Getting Started Guide and lessons comprising of materials, instructional videos, exercises and resources.

Where can I access the course from? This course is online with 24/7 access from anywhere using a computer with an internet connection.

How long does the course take? Your account provides access to the course for three months (3); an access expiry date is assigned at registration. The hours to complete the course is approximately 25 hours. On average, people who are not working will complete both courses in two to four weeks. For working people, the average is one to two months.

How Do the Video Tutorials Work? The instructional video tutorials are accessed from the course page and are easy to view; videos can be viewed multiple times to learn at your own pace and schedule.

Which Sage 50 Accounting Program is used in this course? The course exercises use the Sage 50 Accounting 2021 Students Program (Premium). The Students Program is provided for students to gain experience using the software. Today Businesses use the 2021 program, and we help students to be prepared and job-ready.

Which Sage 50 Accounting Program is this course applicable to? The course applies to all Sage 50 Accounting Canadian Programs: Sage 50 Accounting 2021, Sage 50cloud (renamed in 2019), Sage 50 Accounting 2020 to 2013, and Simply Accounting 2012. To the Editions of Sage 50 Pro, Premium, Quantum.

Note: In 2019, Sage 50 Accounting changed the name to Sage 50cloud; there is no difference, only a name change. The name change reflects the add-on cloud solutions that can be used with the program. It is a desktop program. Also, Simply Accounting is the same program as Sage 50 Accounting Canadian; the name was changed in 2012.

What are the Computer Requirements?

- ✓ A computer with Windows 8.1 or 10 (Desktop or Laptop)
- ✓ Internet connection
- ✓ Video player to view videos
- ✓ Adobe Reader to read and save PDF documents
- ✓ Printer to print documents (optional)

Note: MAC computer can be used for this course if it has the Windows OS installed. The MAC computer hard drive will need to be partitioned with a program like Apple Boot Camp. Windows OS is installed on the partitioned hard drive. We encourage setup to be completed by an IT professional, and fees may apply.

Who's the Instructor? Sue Dupuy shares 30+ years of business, accounting and bookkeeping experience. She has consulted and trained hundreds of Bookkeepers, Accountants and Business Owners across Canada and beyond; she is an expert on the Sage 50 Accounting Program. Sue cares about her students and is committed to ensuring they learn the skills needed and prepare them to move their careers to the next level.

How do I contact the instructor for questions or if I need help? Your instructor is there to ensure you succeed in the course and communicates with you throughout the course. For all courses, students submit exercise reports; the instructor reviews submissions and provides feedback. In addition, your instructor is available by phone or email and offers remote support to students when needed.

Do I receive a Certificate? Yes, students receive a certificate after completing the course.

Do you provide Verifiable hours for CPD (Continuing Professional Development) credits? Yes, we provide students with a letter upon request.

How Do I Register? We offer easy online registration; select the Register button on the course page. Payment is accepted by Visa, MasterCard, PayPal, and e-Transfer. Unfortunately, Visa Debit Cards and American Express are not accepted. To make payment by cheque, please call the office (855) 422-5861.

Registration and payments are secure, and we do not share or sell your information. If you prefer to register over the phone, please call our office at (855) 422-5861.



Note: The Sage 50 Accounting Level 1 Course is also included in the **All-Inclusive Bookkeeping Course**; when you register for this course, it consists of the Accounting Fundamentals Course, Sage 50 Level 1 and Level 2 Courses; the combined courses save money.