

Sage 50 (Simply Accounting) Part 1

Course Description

The main objective of this course is to introduce you to the commands, functions and capabilities of Sage 50. It is designed for computer users who are new to Sage 50 who want to gain a thorough understanding of one of the world's most popular accounting software packages.

Course Duration: 12 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Navigate in Sage 50
- Use general ledger features
- Use accounts payable features
- Use accounts receivable features
- Recurring transactions
- Understanding the chart of accounts
- Entering and paying bills
- Create invoices and receipts
- Perform transaction inquiries
- Generate forms and reports
- Generate management reports & examine business performance
- Set up suppliers
- Set up customers
- Set up sales taxes
- Year-end procedures
- Set up payroll
- Set up and use inventory

Course Prerequisites

The course assumes that students have completed the Basic Bookkeeping course or have equivalent knowledge or experience.

All our courses are backed by our guarantee. We provide authorized vendor manuals for every course, vendor approved practice exercises, free backup and support. Please check with us about our free refresher policy.

