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## SAGE50 (Simply Accounting)

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### **Program Details:**

Type: Certificate

Duration: 18 Hours

Schedule: Flexible

### **COURSE DESCRIPTION:**

Accounts Payable/Accounts Receivable Clerk, Accounts Clerk or Bookkeeper. This course will teach Students to use SAGE50 (former 'Simply Accounting') accounting and business management software. Optimized for small and medium sized businesses and geared to Accounting professionals, this software will help you manage company's financial transactions and business tasks. At completion of this course you will be able to fully navigate the menu and desktop of interface of SAGE50 and will be able to set up a company, create vendors and customers, setup and modify Accounts, manage inventory, banking and Accounts Receivable and Payable, record a sale, create invoices or cash receipt, record deposits to bank accounts, Enter and Pay Bills, Reconcile Bank and Credit Card accounts.

### **COURSE OUTLINE:**

#### **Overview of SAGE50 Interface**

- Navigate Menu and Desktop Interface
- Set up User Preferences
- Report Centre Overview
- Create Shortcuts on Navigation Panel

#### **Company Set up**

- Create a Company
- Creating the General Ledger – Account Type H, A, S, G, T
- Enter Historical Balances
- Create Users
- Create System Backup

**Accounts Payable**

- Setting up Credit Cards Used/Accepted
- Enter Purchase Orders, Sales Orders
- Setting up Taxes and Tax codes
- Setting up Foreign Currencies
- Enter Purchase Invoices by Cash and Credit Card
- Create Accounts Payable Reports
- Enter Vendors
- Pay Remittance, Credit Card Bills, Invoices

**Accounts Receivable**

- Add Customers
- Enter Sales Invoices, Sales Receipts, Deposit or Prepayment and Credit Note
- Receive payments, Enter Cash Sales Receipts
- Create Accounts Receivable Report
- Journal Entries
- Create Summary

**Bank Transactions**

- Set up Bank Account
- Create Bank Reconciliation
- Create Bank Reports
- Transfer Funds
- Adjustments, reverse entries, Void transaction

**Management Tools**

- Restoring from Backup
- Scheduling a Backup and Periodical Maintenance (Daily, Monthly and Yearly)
- Generate an Income Statement
- Month – End Adjustments
- Generate Balance Sheet
- Generating and Customizing Management Reports

**PREREQUISITES:**

- Accounting knowledge or experience or equivalent
- Basic computer skills