



# Transitions College

## of Business & Career Studies

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### SAGE 50 LEVEL 1

#### Description:

Individuals who are pursuing a career involving bookkeeping or accounting will be introduced to and learn how to use this popular accounting software program. Presently employed professionals will have the opportunity to advance their current program skills and learn how to make this program “work for them.” Sage 50 (formerly Simply Accounting) is a full-featured, accounting software for small-to-medium size businesses. The program takes companies from set-up to 100 employees with payroll functionality.

#### Details:

- Total of 30 hours over 2 weeks (8:30am – 11:30am, Monday through Friday)
- A minimum enrollment of 3 students is required to hold this program
- This program does not require approval under the *Private Career Colleges Act, 2005*

#### Sage 50 Level 1 Topics Include:

- Create a database and efficiently navigate in Sage 50
- Modify the Chart of Accounts, use linked accounts and generate General Ledger related reports
- Create vendors, enter invoices, payments, related documents and generate reports in Accounts Payable
- Create customers, enter invoices, receipts, related documents and generate reports in Accounts Receivable
- Enter historical data, perform transaction inquiries and enter common transactions in various modules
- Set up bank accounts, enter deposits and transfers, reconcile an account and generate bank related reports
- Perform periodic processing including database backups, data integrity checks and generate key reports
- Generate, print, analyze and customize relevant reports and forms
- Use management tools to analyze business performance

#### Prerequisites:

- Minimum 18 years of age
- Must have basic computer skills
- Previous accounting or bookkeeping knowledge is necessary



