

# Transitions College

## of Business & Career Studies

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### SAGE 50 LEVEL 2

#### **Description:**

This course follows Sage 50 Level 1 and features a full hands-on lab where students will receive instruction on how to use Sage 50.

#### **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:**

- Set up and process payroll, generate government and other reporting
- Implement the inventory module and use the reporting associated with it
- Enable Budgeting feature
- Create and implement projects
- Set up departmental accounting and generate the associated reporting
- Generate customer reports, graphs and other documents available in Sage 50
- Set up multi-currency
- Perform year-end functions and create a new year
- Perform database maintenance

#### **Prerequisites:**

- Minimum 18 years of age
- Must have basic computer skills
- Previous accounting or bookkeeping knowledge is necessary
- Completion of Sage 50 Level 1 strongly recommended

