SAGE50 Level 2: Course outline

Advanced Topics

- Creating and using price levels lists
- Setting up and using multi-currency
- Choosing which currency your company is using
- Setting the exchange rate in the transaction
- Setting both customers and vendors with different currency
- Utilizing the departmental accounting feature
- Setting up the different departments
- Assigning the department to the chart of accounts
- Utilizing the projects (jobs) feature
- Setting up and creating new projects
- Allocating amount to the projects
- Setting up Sage 50 for multiple users
- Adding in users and setting permissions for the user
- Switching the company file between multiple user and single user mode
- Using the accountant's copy feature, creating and importing accountant's changes
- Difference between save as and save a copy, database utilities
- Understanding and using petty cash
- Time and billing, employees and sub-contractors
- Setting up time billing items and vendor and employee billing rates
- Filling out the time slips and converting them into invoices
- Year-end closing procedures, start a new year, data automatic and manual clearing
- Budgeting for your year
- Using the daily business manager to preform batch processing

Sales taxes

- Setting up sales taxes for your company
- Creating the sales tax items and groups
- Creating the sales tax code
- Setting up the sales tax authority

- Reporting on sales tax owe/owed
- Preparing the sales tax remittance and making adjustments

Inventory

- Setting up and using the inventory assembly and group items
- Setting the units of measure for stocking, buying and selling units
- Looking at how this feature is used
- Looking at the relation between the units
- Creating a purchase order and receiving the inventory items
- Creating a new purchase order
- Converting a purchase order directly to a bill
- Using location to track inventory
- Setting up new locations
- Placing purchases inventory in locations
- Transferring inventory between locations
- Building inventory sub-assemblies, finished goods assemblies and applying burden and additional services
- Build the assembly items
- Creating a pending build
- Adjusting inventory on hand

Payroll

- Overview of the Module
- Customize payroll settings; select default/given and add user defined income, deduction, entitlements, remittances codes and payroll authorities
- Modify linked accounts and user defined expenses if needed
- Collecting all necessary information for payroll
- Creating new employees
- Entering in employee information
- Creating pay cheques
- Using both scheduled and unscheduled runs
- Printing from Sage 50 and handwritten cheques
- Reviewing and paying out the payroll liabilities
- Reviewing the payroll liabilities for a given period

- Using both the pay liabilities and pay annual liabilities function
- Processing government payroll forms
- Processing and producing a ROE form
- Processing T4 and RL-1 slips and summary
- Using the e-file feature for T4 filing

Reporting and Customizing Forms

- Overview of the Report Centre
- Looking at the different types of reports
- Customizing reports, sort, filter, column selection, and templates
- My reports, grouping, and batch printing
- Microsoft Office documents and Sage data
- Detail and summary reports
- Working with list reports
- Exporting reports and graphics
- Departmental and management reports
- Detail and recurring transaction reports
- Graphs, charts and customizing
- Using the Form Designer with invoices, estimates, purchase orders, statements, etc.
- Exporting reports to MS Excel, CSV, html, text and PDF files, and using add-ins