Sage 50 Accounting Software Training Setup

JCS
Accounting ♦ Business ♦ Solutions

100% Satisfaction Guaranteed or return to the next class for FREE.
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You will gain a solid understanding of what you need to get your software up & running. This class will start by creating a new company. Followed with chart of accounts, customers, vendors, inventory items and beginning balances. The focus will be on all of the parameters needed for ultimate performance and maximum error prevention. After completion of this class you will have the building blocks to successfully utilize your investment. Remember to bring all your Sage 50 questions. Lunch, Software User Guide and FREE Accounting Guide included with Class. Your success is our goal!

Sage 50 – Level 1 Introduction

New Company Setup
    How to navigate Sage 50
    Protect your data Backup & Restore
    Sage 50 help features

General Ledger
    Default Information
    Review Chart of Accounts Window & Icons
    Department Masking vs Account Segments
    Chart of Account Types
    Add / Modifying / Delete / Inactivate Accounts
    Changing Chart of Account Id's
    General Ledger Beginning Balances

Accounts Payable
    Vendor Defaults
    Review Vendor Records Window & Icons
    Add / Modify / Delete / Inactivate Vendors
    Changing Vendor Account Id's
    Vendor Beginning Balances

Accounts Receivable
    Customer Defaults
    Statement & Invoice Defaults
    Sales Tax & Sales Rep Setup
    Review Customer Records Window & Icons
    Customer Contacts and Ship to Addresses
    Add / Modify / Delete/ Inactivate Customers
    Changing Customer Account ID's
    Customer Beginning Balances

Inventory
    Inventory Defaults
    Review of Inventory Accounting COGS
    Review Inventory Items Window & Icons
    Discover Item Classes
    Add / Modify / Delete / Inactivate Items
    Changing Inventory Item Id's
    Inventory Beginning Balances

Standard Lists
Startup Reconciliation

Questions and Answers

Payment in full is required for registration. You will receive confirmation for your requested class date once available space is confirmed as classes do fill up. DO NOT make travel arrangements until you have received confirmation from JCS. JCS is not responsible for any such expenses. No product knowledge is required. Basic Bookkeeping skills will be included in this class. This class is taught by a Master certified trainer. Each class is a maximum of 6 students. CPE accredited and will include a certificate of completion. Course cancellation must be received in writing 5 days prior to course date. Refunds are subject to a $50 administrative fee. The class may be rescheduled with no administrative fee.

Lunch and FREE user guide are included with class

View dates or sign up www.jcscomputer.com

sage
authorizations
& awards

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Payment Method:

Class Date:_____

☐ VISA   ☐ Master Card   ☐ American Express   ☐ Please fax or e-mail paid invoice.

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Cardholder Name   Phone   Cardholder Signature

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Billing Address   Billing City, State   Billing Zip Code

Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for training classes.   Credit card or check accepted for technical support, on-sites, classes and software.