

sage 50

*Customer training  
catalogue*



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# Get the most from your software investment.

You've invested in Sage 50 Accounting software. Now make sure you're using it to its fullest potential.

Whether you are a professional, an already experienced Sage user, or just a beginner, our different learning alternatives will assist you in contributing to your company's overall success, and most importantly your very own success.

## Sage University

Sage University is your ultimate training resource for all your Sage training needs. With a variety of training methods available, Sage University gives you the freedom and power to choose the learning methods and courses that will best suit your business and lifestyle. Whatever course you choose will help you leverage the full power of the application, maximize the return on your software investment, and keep your workflow moving.

## How it works

### 1 Decide which learning method will suit you?

#### In-person training

- Hand-on lab
- Seminars

#### Online training

- Anytime learning
- Realtime learning
- Virtual hands-on lab

### 2 Select what you want to learn

- Quickstart
- Learn the fundamentals
- Expand your knowledge
- Focus on payroll
- Gear up for year end
- Customize your training

### 3 Start studying

Register on Sage University and get started

### 4 Go further and get certified

Stand out from the crowd

Write an assessment and get certified

## In-person training: hands-on lab courses

### Length: one to four days

Get a strong foundation and practice accounting tasks face to face with an instructor. Hands-on lab (HOL) courses are traditional, in-person classes scheduled for a specific date, time, and location.

Topic	Day 1	Day 2	Day 3	Day 4
Quick start and setup	✓			
General Ledger and the chart of accounts	✓			
Receivables	✓			
Payables		✓		
Banking		✓		
Inventory and service items			✓	
Budgets, projects (job costing), and departments			✓	
User security and time slips			✓	
Database management and year end				✓
Form designer, advanced reports, and graphs			✓	
Payroll setup				✓
Payroll processing				✓
Payroll year end and government reporting				✓

## In-person training: seminars

### Length: one to two days

Seminars are a great way to become proficient (and efficient) with Sage 50. In-person sessions led by an instructor, seminars are scheduled for a specific date, time, and location.

Topic	Day 1	Day 2
Quick start and setup	✓	
General Ledger and the chart of accounts	✓	
Receivables	✓	
Payables	✓	
Banking	✓	
Budgets, projects (job costing), and departments		✓
User security and time slips		✓
Database management and year end		✓
Form designer, advanced reports, and graphs		✓
Payroll setup		✓
Payroll processing		✓
Payroll year end and government reporting		✓

## Online training: anytime learning

### Length: eight minutes or less per course

Train around a busy schedule, accommodate staff in remote offices, or instantly review a topic the moment you need it. Anytime learning (ATL) courses offer self-paced, recorded videos, available whenever and wherever you are. All you need is a computer, speakers, and a high-speed Internet connection.

Topic	Essentials	Comprehensive
Navigation	✓	✓
Company setup	✓	✓
General ledger	✓	✓
Accounts receivables	✓	✓
Accounts payables	✓	✓
Bank transactions	✓	✓
Historical data and beginning balances	✓	✓
Transaction inquiries	✓	✓
Additional transactions	✓	✓
Monthly and year end processing	✓	✓
Customizing reports and forms	✓	✓
Database management and year end	✓	✓
Systemwide features		✓
Payroll		✓
Advanced payroll		✓
Inventory		✓
Advanced inventory		✓
Time and billing		✓
Projects		✓
Departments		✓
Budgets		✓
Foreign currencies		✓

## Online training: realtime learning

### Length: two hours for each session

Get in-person instruction without leaving the comfort of your office. Realtime learning (RTL) courses are online, instructor-led classes scheduled for a specific date and time. Log on from your phone and computer using a high-speed Internet connection and interact with the instructor and participants live.

Topic	Level 1 series	Level 2 series	Payroll series
Quick start and setup	✓		
General Ledger and the chart of accounts	✓		
Receivables	✓		
Payables	✓		
Banking	✓		
Inventory and service items		✓	
Budgets, projects (job costing), and departments		✓	
User security and time slips		✓	
Database management and year end		✓	
Form designer, advanced reports, and graphs		✓	
Payroll setup			✓
Payroll processing			✓
Payroll year end and government reporting			✓

## Online training: virtual hands-on lab courses

### Length: one to four days

Get a strong foundation and practice accounting tasks face to face with an instructor without leaving the comfort of your office or home.

Topic	Level 1 series	Level 2 series	Payroll series
Quick start and setup	✓		
General Ledger and the chart of accounts	✓		
Receivables	✓		
Payables	✓		
Banking	✓		
Inventory and service items		✓	
Budgets, projects (job costing), and departments		✓	
User security and time slips		✓	
Database management and year end		✓	
Form designer, advanced reports, and graphs		✓	
Payroll setup			✓
Payroll processing			✓
Payroll year end and government reporting			✓



# Stand out from the competition

Whether you're the person everyone goes to for answers about your Sage solution, a total newbie, or somewhere in between, why not stand out from the crowd, be recognized for your knowledge, and get certified with Sage?

## Certification benefits you, your career, and your organization:

Today's employers are looking for individuals with proven credentials. In addition to helping organizations get the most from their software investment, a Sage certification provides you with an unbiased measurement validating your product knowledge. And it looks great on your resume—potentially increasing your earning power! Getting certified with Sage identifies you as the right person for the job by:

- Teaching you how to best utilize the full power of your software.
- Ensuring you're using the solution effectively and efficiently.
- Giving you written accreditation as a professional in your industry.
- Showing your initiative and dedication through continuing education.
- Raising management's confidence in your expertise.
- Increasing your value to a company.
- Growing your skill set and boosting your knowledge.
- Keeping you competitive and marketable.

Pick your areas of expertise—or get certified in them. All Sage certifications are available for multiple software solutions and a variety of specialties. They give both current and potential employers—as well as clients—comfort and confidence in your knowledge and expertise through third-party validation.

Start with the certification that most helps your career today and continue with others as you grow.

## Getting Sage certified?

Sage U offers study guides for certification exams.

Visit: [www.sageu.com/sage50accountingcanada/learningcentre](http://www.sageu.com/sage50accountingcanada/learningcentre)

# Signing up for your course

**Sign up for your next course** or call **1-877-223-1045**.

**Follow these step-by-step instructions to sign up online:**

1. Visit: [www.sageu.com/sage50accountingcanada/learningcentre/](http://www.sageu.com/sage50accountingcanada/learningcentre/)
2. Click the "Create your profile" link, below the "New to Sage U?" heading.
3. Complete the form, making sure to enter your account number.
4. Put your password in a safe place.
5. Select the "Login" button.
6. On the main page of Sage University, under "Sage 50—Canadian Edition," search for training by topic, delivery format, or calendar.
7. Once you select the course you want, log on anytime to view your Sage U account details, launch training sessions from your transcript, and print completion certificates.

For help navigating Sage U, call **855-724-3864** or email [SageUniversity@sage.com](mailto:SageUniversity@sage.com).

## Earn CPE credits from Sage U

If you're a certified public accountant, you can help maintain your license by earning continuing professional education (CPE) credits from Sage U. Once you successfully complete a course, we'll give you a certificate of attendance that verifies the format, title, and practice area of the course as well as the number of CPE credits you've earned.



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