Sage University

Sage 50 Accounting – Canadian Edition

Training Catalogue

(Release 2023 and more recent)

Sage

Welcome to Sage U!

Sage is committed to your success. Whether you are just starting, have some experience with Sage products, or are already a pro, our training options will help you contribute to your company's overall success.
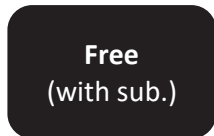
Included with Sage 50 subscriptions

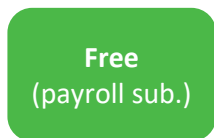**All Sage 50 Canada subscriptions renewed on or after October 1st, 2023 include access to training at no cost.**

In this catalogue, we've used the following icons to indicate when a course is included at no cost with your product subscription:

Free (All)	Included at no cost for everyone
Free (with sub.)	Included at no cost with all subscriptions
Free (payroll sub.)	Included at no cost with subscriptions that include payroll

To access a course:

1. Create your Sage University profile making sure to include your 10-digit Account ID in the account Number field
2. Use the magnifying glass to search for a course or follow the prompts on your home page
3. Click Request or Open Curriculum to add the course to your transcript

Sage

Get started in no time

New to Sage 50? Whether you're tackling tasks for the first time or need a quick review, all courses in this section come at no cost and are available to all. Register at **sageu.com/Sage50CA**.

Select an eLearning topic to get started...

Free
(All)

Basic installation 1 video | 5 min	**Bookkeeping intro** 3 videos | 9 min	**Navigation and interface** 2 videos | 12 min
Company setup: your first tasks 3 videos | 12 min	**General ledger accounts** 2 videos | 6 min	**Customers and money in** 2 videos | 8 min
Vendors and money out 2 videos | 8 min	**Inventory and services** 3 videos | 9 min	**Tracking projects and jobs** 2 videos | 6 min
Employees and payroll 2 videos | 7 min		

... or simply register for the following combined course

Free
(All)

Level 1: Learn the basics

This course includes all the above topics and will help you get started with your program on the right foot.	23 videos
	1 hour and 25 minutes

Sage

Connected services

Enroll in our Connected Services course and learn how to work remotely, save time and get paid faster. Register at **sageu.com/Sage50CA**.

Sage 50 connected services		Free (All)
Embrace the freedom of remote work and seamless collaboration with Remote Data Access. Get paid faster and improve your cash flows with Invoice Payments. Save valuable time and eliminate manual data entry with bank feeds and bank rules.	11 videos | 2 documents 1 hour and 30 minutes	

What's new

Free (All)

With each version release, we create a what's new video so that you can learn more about the latest product features and developments. View these videos at **sageu.com/Sage50CA**.

Stress-free year end

Free (All)

Access step by step guidance for your software installation and updates, your fiscal and calendar year-end procedures, and to accurately generate year-end government forms such as T4 and RL-1 forms. Visit our year-end hub to get started at **sageu.com/en-ca/training/Sage50/year-end**.

Sage

Work better and smarter

Whether you're a novice or a seasoned professional, benefit from these expert tips to track your business operations more efficiently, save time, and boost productivity. Register at **sageu.com/Sage50CA**.

Core accounting modules

Select an eBook to delve into individual topics...

Free (with sub.)

Company Setup eBook	$49	**General Ledger** eBook	$49	**Receivables** eBook	$49

Payables eBook	$49	**Banking** eBook	$49

... or simply register for the following combined course

Free (with sub.)

Level 2: Accounting modules	**$439**
This course is designed for customers who want to discover and master the core accounting modules of Sage 50. You'll learn how to install Sage 50, set up Users, Roles, Company, and User Settings. You'll also learn how to set up and process, Receivables, Payables, General Ledgers, Banking, Budgets, and Sales Taxes.	85 videos 6 hours and 14 minutes Hands on exercises

Sage

Power user

Select an eBook to delve into individual topics...

Inventory eBook | $49	**Projects, departments and budgets** eBook | $49	**Reports, forms and emails** eBook | $49
Foreign currency eBook | $49	**Time saving tips** eBook | $49	

... or simply register for the following combined course

Level 3: Power user	$219	
This course is designed for customers who want to discover and master the advanced modules of Sage 50. You'll learn how to set up and use inventory, projects, foreign currency, reports and forms, departments, time and billing, enhanced productivity features, and how to prepare and complete a year end.	50 videos 3 hours and 52 minutes Hands on exercises	

Application specialist

Register for the following course

Level 4: Application specialist	$109	
This course is designed for customers who want to discover cutting-edge Sage 50 features, including advanced inventory management, advanced projects, importing and exporting capabilities, efficient data management, and company consolidation.	20 videos 1 hours and 41 minutes	

Sage

Pay your people

Efficiently manage your employee records and streamline your payroll process. Easily pay your employees, generate T4s and Relevé 1s and leverage our employee self service portal to share payroll documents with your staff. Register at **sageu.com/Sage50CA**.

Payroll module

Select an eBook to delve into individual topics...

| **Payroll setup and day-to-day** eBook \| $49 | **Payroll advanced** eBook \| $49 | **Free** (payroll sub.) |

... or simply register for the following combined course

Level 2: Payroll module	**$219**	**Free** (payroll sub.)
This course is designed for customers who want to discover and master the payroll module of Sage 50. This course focuses on payroll setup, employee setup, group benefits and maintenance, payroll runs, direct deposits, reimbursements, advances and loans, vacation pay, and more.	36 videos 2 hours and 21 minutes Hands on exercises	

Employee self service portal

Free (All)

Eliminate the inconvenience of printing and emailing pay stubs with the Sage 50 HR Package. Discover the simple process to set up and use our Employee Self Service to efficiently manage your employee records and provide online access to payroll documents for your staff.

| **Employee self service (for employers)** | **Employee self service (for employees)** |

To subscribe to the Sage 50 HR Package, call 1-877-285-2118.

Sage

Earn a certification

Certifications are a fantastic way of recognizing your and your employees' expertise with your Sage program and to ensure you use it to its fullest extent. Register at **sageu.com/Sage50CA**.

Start here

Certified user — Accounting modules	$89	**Free** (payroll sub.)

This assessment is based on the content covered in the Accounting modules training. It consists of 50 questions with a 100-minute time limit. You will receive two attempts to achieve 80% or higher.

Certified user — Payroll module	$89	**Free** (payroll sub.)

This assessment is based on the content covered in the Payroll module training. It consists of 25 questions with a 50-minute time limit. You will receive two attempts to achieve 80% or higher.

Take it to the next level

Certified power user	$89	**Free** (payroll sub.)

This assessment is based on the content covered in the Power user training. It consists of 30 questions with a 60-minute time limit. You will receive two attempts to achieve 80% or higher.

Pre-requisites: Certified user — Accounting modules and Certified user — Payroll module

Don't stop now, keep going

Certified application specialist	$89	**Free** (payroll sub.)

This assessment is based on the content covered in the Application specialist training. It consists of 25 questions with a 50-minute time limit. You will receive two attempts to achieve 80% or higher.

Pre-requisites: Certified power user

Your learning journey

To help you find your way to success, we've mapped some popular learning journeys below. Register at **sageu.com/Sage50CA**.

	Accounts Receivable or Payable Clerk	Payroll administrator	Bookkeeper, Financial Accountant or Controller
Quick Learning topics			
• Get started in no time	✓	✓	✓
• Connected services	✓	✓	✓
• What's new	✓	✓	✓
• Stress-free year end	✓	✓	✓
Core training courses			
• Accounting modules	✓		✓
• Power user			✓
• Application specialist			✓
• Payroll Module		✓	✓
Certifications			
• Accounting modules	✓		✓
• Payroll module		✓	✓
• Power user			✓
• Application specialist			✓

Sage