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Sage 50

Module 1: Sage 50 2013

- Course Overview-Part1
- Course Overview-Part2
- Course Overview-Part3
- Course Overview-Part4
- New Features-Part1
- New Features-Part2
- New Features-Part3
- Quick Tab Menu Overview
- Business Status-Part1
- Business Status-Part2
- Customer And Sales
- Vendors And Purchases
- Inventory And Services
- Employees And Services
- Banking
- System-Part 1
- System-Part2
- Quick Tab Menu Review
- Sage 50 Menu Overview-Part1
- Sage 50 Menu Overview-Part 2
- Sage 50 Menu Overview-Part3
- Sage 50 Menu Overview-Part 4
- Sage 50 Menu Overview-Part5
- Sage 50 Menu Overview-Part6
- Sage 50 Menu Overview-Part7

Module 2: Sage 50 Basics

- Sage 50 Available Products
- Accounts Payable Features
- Vendors And Purchases-Part 1
- Vendors And Purchases-Part 2
- Vendors And Purchases-Part 3
- Vendors And Purchases-Part 4
- Vendors And Purchases-Part 5
- Vendors And Purchases-Part 6
- Accounts Payable Review
- Accounts Receivable Review
- Customer And Sales Menu
- Customers
- Jobs

- Sales Taxes
- Quotes And Proposals
- Sales Orders
- Invoices
- Finance Charges Basics
- Receive Money
- Bank Accounts
- Printing Statements
- Credits And Returns
- Accounts Receivable Report
- Basics Review

Module 3: Inventory

- Inventory And Services Overview
- Inventory Items-Part 1
- Inventory Items-Part 2
- Company Services
- Assemblies and Prices
- Purchase Orders
- Receiving Inventory Shipping And Tracking
- Inventory Count And Adjustments
- Inventory Reports
- Inventory Review

Module 4: Employee

- Employees And Payroll Overview
- Employees And Users-Part 1
- Employees And Users-Part 2
- 1099's
- Payroll Setup
- Time And Expense Tickets
- Direct Deposit And Printing Payroll Checks
- Forms And Void Checks
- Employees Module Review

Module 5: Banking

- Banking Features Overview
- Write Checks
- Account Register
- Analysis Tools-Part 1
- Analysis Tools-Part 2
- Chart Of Accounts
- Receive Money And Bank Deposits-Part 1
- Receive Money And Bank Deposits-Part 2
- Enter Bills Pay Bills And Electronic Bill Pay
- Reconcile Accounts
- General Journal Entries
- Void Checks And Reports

Module 6: Maintenance

- Automatic Backup
- BackUp Data-Part 1
- BackUp Data-Part 2
- Automatic Backup
- Restore Data
- Data Maintenance
- System Checks
- Company Maintenance
- Data Integrity
- Maintenance Review

Module 7: File Handling

- Attaching Documents
- Attaching And Managing Documents
- File Handling Review

Module 8: Manager

- Analysis Managers
- Cash Flow Manager-Part 1
- Cash Flow Manager-Part 2
- Cash Flow Manager-Part 3
- Collection Manager
- Payment Manager
- Financial Manager
- Manager Review

Module 9: Jobs

- MaintainingJobs
- CreatingJobs-Part 1
- Creating Jobs-Part 2
- Managing Jobs
- Jobs Review

Module 10: Budgets

- Maintain Budgets
- Creating And Managing Budgets-Part 1
- Creating And Managing Budgets-Part 2
- Budgets Module Review

Module 11: Charts of Accounts

- Maintain Chart Of Accounts
- Creating Accounts

Accounts List-Part 1
Accounts List-Part 2
Chart Of Accounts Review

Module 12: Accounts Management

Maintain Customers And Prospects
Adding Customers And Prospects
Accounts Aging
Payment Methods
Managing A Customer Account
Accounts Management Review

Module 13: Customer Setup

Customer Setup Guide
Customer Setup-Part 1
Customer Setup-Part 2
Customer Setup-Part 3
Customer Beginning Balance
Customer Account Defaults
Sales Tax
Statement And Invoice Defaults
Customer Setup Review

Module 14: Jobs Setup

Jobs Setup Guide
Jobs Setup
Jobs Change Order
Job Ledger
Job Profitability Report-Part 1
Job Profitability Report-Part 2
Job Defaults
Jobs Beginning Balances
Jobs Setup Review

Module 15: Vendor Setup

Vendors Setup Guide
Vendor Setup-Part 1
Vendor Setup-Part 2
Vendor Setup-Part 3
Vendor Setup-Part 4
Vendor Beginning Balances
Vendor Default
Vendor Setup Review

Module 16: Inventory Setup

Inventory And Services Items Setup

- Adding And Managing Inventory And Service Items-Part 1
- Adding And Managing Inventory And Service Items-Part 2
- Adding And Managing Inventory And Service Items-Part 3
- Adding And Managing Inventory And Service Items-Part 4
- Quantities On Hand
- Inventory And Service Items Default Setup
- Inventory Setup Review

Module 17: Employee Setup

- Employees Setup Guide
- Employee Payroll Settings
- Payroll Options Settings
- Company Information Setting
- Benefits Settings-Part 1
- Benefits Settings-Part 2
- Payroll Taxes And Place Order Settings
- Employee Setup
- Salary History Setup
- Employees Default Setup
- Employee Setup Review

Module 18: Security Setup

- Security Setup Guide
- Setup Security
- Set Up Users
- User Security Setup
- User List Rights And Permissions
- Setup Guide Next Steps
- Security Review

Module 19: ACTI Link

- Sage 50 ACT
- Sage ACT Link
- ACT Accounting Link Setup
- Creating And Editing Contact Links-Part 1
- Creating And Editing Contact Links-Part 2
- Creating And Editing Contact Links-Part 3
- Contact Link Updates Options
- ACT! Link Review

Module 20: Task Overview

- Tasks Menu
- Quotes Sales Orders And Proposals-Part 1
- Quotes Sales Orders And Proposals-Part 2
- Quotes Sales Orders And Proposals-Part 3
- Sales Invoicing And Time Expenses
- Shipments

- Receipts
- Finance Charges
- Select For Deposit
- Credit Memos
- Select For Purchase Orders-Part 1
- Select For Purchase Orders-Part 2
- Bills And Payments-Part 1
- Bills And Payments-Part 2
- Account Register
- Time And Expense
- Select For Payroll Entry
- General Journal Entry
- Asemblies
- Account Reconciliation And Void Checks
- Write Letters And Action Items
- System Tasks
- Tasks Overview Review

Module 21: Forms, Reports, and Recap

- Reports And Forms
- Form Types And Sample Forms-Part 1
- Form Types And Sample Forms-Part 2
- Form Types And Sample Forms-Part 3
- Reports-Part 1
- Reports-Part 2
- Reports-Part 3
- Reports-Part 4
- Reports-Part 5
- Services
- Program Review