

## SAGE 50 (Simply Accounting)

This workshop introduces Sage 50 (Simply Accounting) software. Hands on practice. You will learn:

- \* General software tips
- \* Daily use
- \* Basic modules: the General Ledger, Accounts Payable  
Accounts Receivable, Payroll
- \* How to create and export Financial Reports
- \* Bank Reconciliations
- \* Sales tax and payroll remittances
- \* How to print cheques
- \* How to find an entry and correct errors
- \* Data File Management and Backup

## LOCATION

VIRTUAL

- \* Must have an Internet connection  
PC computer

## CLASS TIME

Wednesdays & Thursdays

6:00 PM - 9:00 PM

Mar. 11, 17, 18, 24, 25

## REGISTRATION

Tuition \$150

Requirements:

PC Computer, Internet connection

Instructor: Christie Dreger, Comptroller

Community Futures Mount Waddington  
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\* classes subject to a 4 student minimum