



Sage Accounting

Customer Learning Curriculum

Free Training

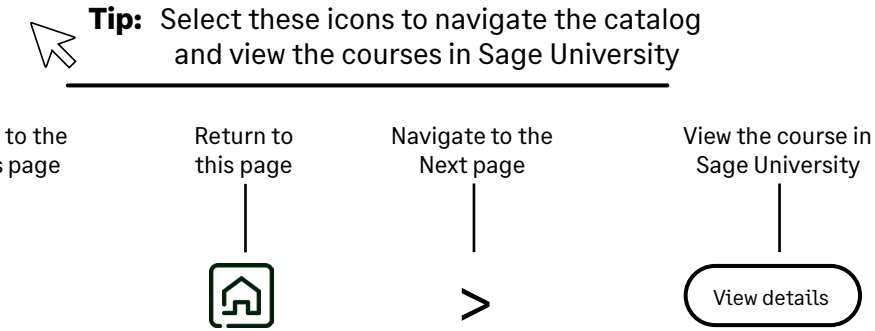
Canadian Edition

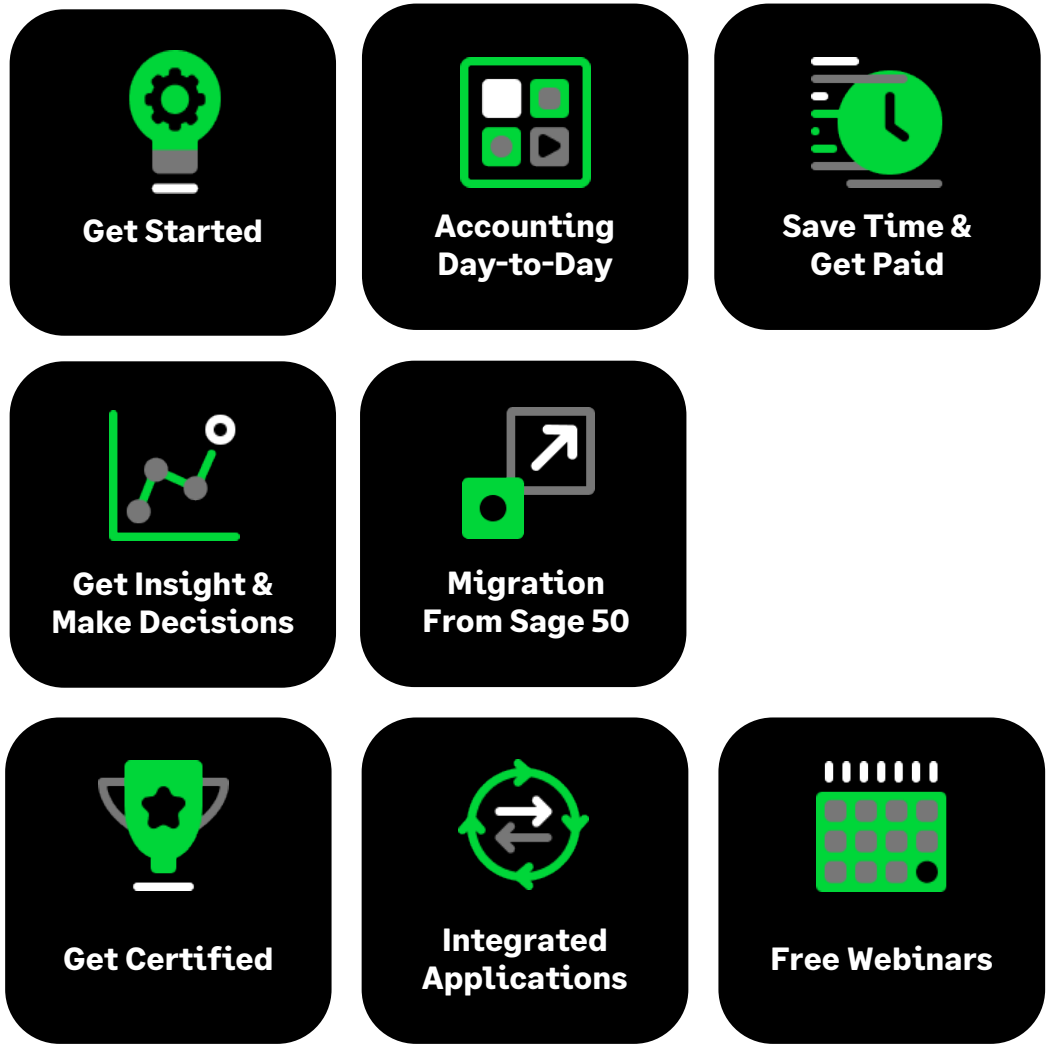
Sage

Free Sage Accounting Training and Certification

Whether you are a trial user, new business user or have experience with Sage Accounting, we have the training you need to be successful! Get started today!

View the training options to access your free training and get the most out of your Sage solution.





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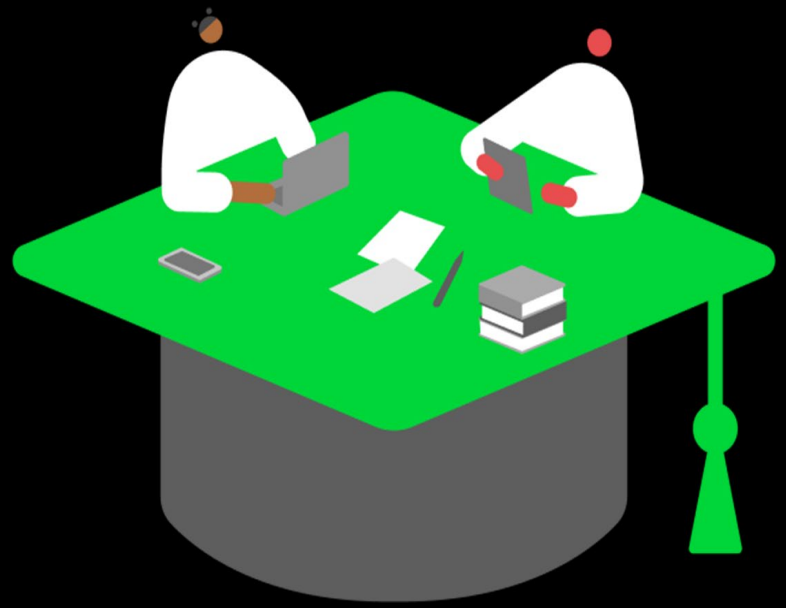
Training when *you* need it

Sage University



Sage University offers a comprehensive portfolio of training solutions for a variety of roles and skills to meet the education requirements of your organization helping you get a head start, improve productivity and minimize compliance risks.

With options such as anytime learning, instructor led training, certifications and learning packages; and subjects ranging from fundamentals through to advanced level, Sage University provides the tools you need to thrive.

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Get Started

Whether you are a trial user or have recently purchased Sage Accounting, we recommend these courses are taken, in order, to provide everything you need to get started.

Bookkeeping Essentials

This module includes over 50 topics that will benefit users new to bookkeeping or reacquaint themselves with accounting basics.

Free of charge
Duration 2 hours

View details

Getting Up And Running In 5 Steps

Detailed 5 step course exploring the value of getting set up and running with Sage Accounting.

Free of charge
Duration 2 hours

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Get It Right From Set Up

Getting off on the right foot is important. This course will guide you through your initial tasks to get up and running with Accounting.

Free of charge
Duration 45 minutes

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Accounting Day-to-Day

Your Sage Accounting software is fast, intuitive, and full of features to enable to you to process your day –to-day transactions with ease. The free courses in this section cover everything you will need to process quickly and with confidence.

Day-To Day Processing

Get your business process running smoothly with this jam-packed course that covers everything you need to know to take care of your day-to-day business transactions in Accounting.

Free of charge
Duration 45 minutes

View details

Accounting Mobile App

Sage Accounting is at your fingertips no matter where you are! In this course, discover how to run your business on the go by recording expenses, recording and chasing customer invoices, and viewing your financial information.

Free of charge
Duration 20 minutes

View details

Simple Inventory

Save time and money by using Accounting to track the items you purchase and sell. Create stock, non-stock and service items, track item quantities and use reporting to track the purchase and sale of your stock items.

Free of charge
Duration 10 minutes

View details

Accounting For Cash

Discover how Sage Accounting simplifies bookkeeping for your cash business by enabling you to easily record transactions for which you do not have invoices.

Free of charge
Duration 30 minutes

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Save Time & Get Paid

Sage Accounting contains features that allow you to quickly and easily process your transactions, freeing up valuable time for you to spend running your business, contributing to a healthy cash flow and giving piece of mind that you are compliant with tax legislation.

Automate Your Banking

Learn how you can save time by automating your banking and getting your money working for you.

Free of charge
Duration 35 minutes

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Get Paid Faster

In this course you will explore how to use an online payment processor with Accounting to improve cashflow into your business.

Free of charge
Duration 10 minutes

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Keep Compliant with Sales Tax

In this course you will explore how to manage sales taxes in Accounting. By the end, you will know how to generate the tax returns you need to submit to the relevant ministries.

Free of charge

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Get Insight & Make Decisions

Key goals for any business is to make sure you're making enough money to cover your purchases and other costs and have some left over! With Sage Accounting, you'll be able to track your income and expenses with ease, analyze key business metrics and produce detailed reports.

Checking The Health Of Your Business

Get your business process running smoothly with these jam-packed courses that covers everything you need to know to take care of your day-to-day business transactions in Accounting.

Free of charge
Duration 55 minutes

View details

Sage Intelligence Reporting

In this course you will learn how to produce your own financial reports, copy and edit a report and how to add your company's logo, new columns and calculations to take reports to the next level.

Free of charge
Duration 25 minutes

View details

Make Business Decisions Through Reporting & Analysis

Sage Accounting makes it easy to get great insight into your business. Find out how you can help your business to thrive using Reporting and Analysis.

Free of charge
Duration 15 minutes

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Get Certified

Stand out from the crowd!

Show the world you know how to use Sage software. After taking part in our training courses why not take the next logical step and become certified – free of charge!

Sage Certification is a simple but valuable way to show you're great at using our software. And it's the only certification program approved by Sage.

You'll become a Sage Accounting Application Specialist – and what's more the exam is open book, meaning you can use your program, notes, or online help during the assessment.

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Migration From Sage 50

If you have switched from Sage 50 to Sage Accounting, this is dedicated to helping you get started and confidently using your new software.

Migration from Sage 50 to Accounting

This course is designed for customers who want to migrate their company data from Sage 50 to Sage Accounting.

Free of charge

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Integrated Applications - AutoEntry

AutoEntry seamlessly integrates with your Sage solution to eliminate manual data entry by capturing your invoices, receipts, and statements automatically.

Get Started

Add a New Company - Sage Accounting Canada Edition

Setup

Company Settings

Company Contacts

Adding Users and User Permissions

Integration Settings

Manage Lists

Day-to-Day

Uploading Documents into AutoEntry

Purchase/Bills

Sales Invoices

Vendor Statements

Bank Statements

Expense Reports

Payment Accounts

Purchases and Sales Folder Overview

Tip: Click the name of each course to view in Sage University

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Free Webinars

Join a Sage expert on our FREE live webinars or access recordings of sessions designed for Bookkeepers and Accountants

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