



Authorized Partner

Sage 50 Software Training Class Daily Processing



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Gain an in-depth understanding of the 'Best Practices' for successfully entering your daily activity in Sage 50. The learning objective will be how to use your software to support your routine business processes. This class will focus on vendor and customer transactions with a basic introduction to their interaction with inventory. Content will include general ledger activity, how adjustments and transactions are made and how they affect your financial information. FREE Accounting System Guide included with this class. Get on the right track and bring all your questions to Sage 50 class!

Sage 50 Level 2 Intermediate

General Ledger

- Debits vs Credits
- General Journal Entries
- Recurring Journal Entries
- General Journal Icons
- Financial Statements
- Changing Accounting Periods
- Reopening Accounting Periods

Inventory Activities

- Tracking Balances
- Inventory Adjustments
- Build Assemblies
- Inventory Reports
- Subject to Commission
- Review Item Price Levels

Vendor & Purchases

- Purchase Orders
- Receive Inventory
- Enter Bills
- Waiting on Bills
- Pay Single Bills / Write Checks
- Pay Multiple Bills
- Partial Payments
- Credits and Returns
- Void Checks
- Vendor Reports

Customers & Sales

- Quotes / Convert Quotes
- Sales Order processing
- Sales Invoice processing
- Receive Money / Making Deposits
- Credits and Returns
- Customer Reports
- Prospects

Monthly

- Month End Reconciliation
- Reports / Basic Customization
- Forms / Basic Customization

Questions and Answers

Payment in full is required for registration. You will receive confirmation for your requested class date once available space is confirmed as classes do fill up. DO NOT make travel arrangements until you have received confirmation from JCS. JCS is not responsible for any such expenses. Level 1 or experienced product knowledge is required. Basic Bookkeeping skills will be included in this class. This class is taught by a Master certified trainer. Each class is a maximum of 6 students. CPE accredited and will include a certificate of completion. Course cancellation must be received in writing 5 days prior to course date. Refunds are subject to a \$50 administrative fee. The class may be rescheduled with no administrative fee

Lunch and FREE user guide are included with class

View dates or sign up www.jcscomputer.com

Call Now Toll Free 800.475.1047

Payment Method:

Class Date: _____

- VISA Master Card American Express Please fax or e-mail paid invoice.

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Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for training classes. Credit card or check accepted for technical support, on-sites, classes and software.



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