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Sage 50 Software Training Class Payroll

100% Satisfaction Guaranteed or return to the next class for FREE.
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Master the features needed to manage your employee information, process payroll, payroll tax reports, forms and filings. A thorough review of time and billing setup, transaction entry, processing and reporting will be included. If you need to understand and manage employee's, payroll, time and billing, this detailed class is for you. A Free month end checklist for payroll processes will be included! Bring your Sage 50, payroll and accounting questions. Our goal is your success!

Sage 50 Level 4 Payroll, Time and Billing

Default Information
Payroll Settings
Employees

Payroll Tax Tables
Loading Yearly Tax Tables
Setup Fixed Rate Payroll Deductions/Additions
Setup Special Payroll Deduction Formulas

Employees
Add/Modify/Delete/Inactivate Employees
Maintain Hourly Pay rate and Withholding Information
Manage Vacation / Sick Time
Manage Employment Status and Review Ratings
Manage your Payroll Expenses and Liabilities
Beginning Balances
Reporting on Employees
Paying Employees
Pay a single employee
Pay Multiple Employees
Void a Payroll Check

Payroll Reports
Review Payroll Reports
Review Payroll Forms
Customize your Payroll Checks

Paying Taxes
Federal Tax Forms
State Tax Forms
Entering Taxes to Pay as bills

Time and Billing
Setting up Time and Billing
Manage Time Ticket Employees
Manage New Expense Items
Manage New Activity Items
Time & Expense List Reports

Using Time and Billing
Entering Time Tickets
Entering Expense Tickets
Paying Employees Using Time Tickets
Invoicing Customers for Time / Expense Tickets
Customizing your Service Invoices
Reporting for Time and Billing

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 2 or experienced processing knowledge required. Advanced 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. Will include CPE credits and 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 user guide are included with class



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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.