| **Objective Domain** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **1** | **Setting Up Data Files and Customizing Settings** | | | | |
|  | 1.1 | **Creating a New Company** | | | |
|  | 1.1.1 | Using the Setup Wizard | |  |
| 1.1.2 | Setting Up the General Ledger | |
| 1.1.3 | Reviewing the Linked Accounts | |
| 1.1.4 | Reviewing Tax Codes | |
| 1.1.5 | Entering Opening Balances | |
| 1.1.6 | Entering Suppliers and Purchases History | |
| 1.1.7 | Entering Customers and Sales History | |
| 1.1.8 | Entering Inventory and Services History | |
| 1.1.9 | Entering Employees and Payroll History | |
| 1.1.10 | Finish Entering Historical Data | |
| 1.2 | **Customizing Sage 50 Accounting** | | |
| **2** | **Banking and Credit Cards** | | | | |
|  | 2.1 | **Making a Bank Deposit** | | |  |
| 2.2 | **Setting Up the Bank Reconciliation** | | |
|  | 2.2.1 | Setting Up an Account for Reconciliation | |
| 2.3 | **Reconciling an Account for the First Time** | | |
|  | 2.3.1 | Reconciling an Account | |
| 2.3.2 | Printing the Bank Reconciliation Report | |  |
| 2.4 | **Working with Credit/Debit Card Transactions** | | |  |
| 2.5 | **Handling Petty Cash** | | |  |
| 2.6 | **Using Debit Cards** | | |  |
| **3** | **Security, Budgets, Projects and Inventory** | | | | |
|  | 3.1 | **Adding Passwords and Security** | | |  |
| 3.2 | **Accessing the System Administrator** | | |
|  | 3.2.1 | Adding a User | |
| 3.2.2 | Changing or Deleting a User’s Password | |
| 3.2.3 | Deleting a User | |
| 3.2.4 | Removing Security Options from the Data File | |
| 3.3 | **Budgeting** | | |
|  | 1.3.1 | Activating the Budget Option | |
| 1.3.2 | Creating a Budget | |
| 1.3.3 | Reporting Against the Budget | |
| 1.3.4 | Updating the Budget | |
| 3.4 | **Handling Project/Department Accounting** | | |
|  | 3.4.1 | Setting Up Projects/Departments | |
| 3.4.2 | Allocating Expenses and Revenues | |
| 3.4.3 | Reporting on Project/Department Performance and Budgets | |
| 3.5 | **Managing Inventory** | | |
|  | 3.5.1 | Performing Inventory Counts | |
| 3.5.2 | Writing Off Inventory | |
| 3.5.3 | Looking at Item Assembly | |
| 3.6 | **Bill of Materials vs. Item Assembly** | | |
|  | 3.6.1 | Adding Images to the Inventory Ledger | |
| **4** | **Additional Payroll Features** | | | | |
|  | 4.1 | **Checking the Tax Tables** | | |  |
| 4.2 | **Introducing Types of Income and Deductions** | | |
| 4.3 | **Introducing Types of Deductions** | | |
| 4.4 | **Setting Payroll Remittance** | | |
| 4.5 | **Employee Benefits** | | |
| 4.6 | **Setting Up Batch Printing of Paycheques** | | |
| 4.7 | **Allocating Payroll Cheques to a Project/Department** | | |
| 4.8 | **Generating a Payroll Cheque Run** | | |
| 4.9 | **Remitting Payroll Deductions/Contributions** | | |  |
| 4.10 | **Releasing Vacation Pay** | | |  |
| 4.11 | **Employee Departures** | | |  |
| 4.12 | **Generating a Record of Employment** | | |  |
| 4.13 | **Handling and Remitting WSIB Premiums** | | |  |
|  | 4.13.1 | Remitting WSIB Premiums | |  |
| 4.14 | **Generating T4 Slips** | | |  |
|  | 4.14.1 | Setting Up Printer Options in Preparation for T4 Slips | |  |
| 4.14.2 | Printing T4 Slips | |  |
| **5** | **Working with Foreign Currencies** | | | | |
|  | 5.1 | **Dealing with Foreign Currency** | | |  |
| 5.2 | **Setting Up Foreign Currency** | | |
|  | 5.2.1 | Setting Up a Foreign Currency Bank Account | |
| 5.3 | **Setting Up a Supplier** | | |
| 5.4 | **Setting Up for Sales to Foreign Customers** | | |
|  | 1.4.1 | Pricing Inventory and Services | |
| 5.5 | **Tracking Import Duty Information** | | |
| 5.6 | **Making Purchases** | | |
| 5.7 | **Making Sales Using a Foreign Currency** | | |
| 5.8 | **Tracking Currency Fluctuations** | | |  |
| 5.9 | **Foreign Currency Reporting** | | |  |
| **6** | **Additional Concepts and Functions** | | | | |
|  | 6.1 | **Charging Interest on Overdue Accounts** | | |  |
| 6.2 | **Preparing Customer Statements** | | |
|  | 6.2.1 | Printing or Emailing a Customer Statement | |
| 6.3 | **Handling NSF Cheques** | | |
| 6.4 | **Handling Bad Debts** | | |  |
|  | 6.4.1 | | Writing Off a Bad Debt |  |
| 6.5 | **Clearing Transactions** | | |  |
| 6.6 | **Making Records Inactive** | | |  |
| 6.7 | **Handling HST Remittances** | | |  |
|  | 6.7.1 | | Calculating the Amount of HST Owing/Refundable |  |
| 6.8 | **Customizing Sage 50 Accounting Journals** | | |  |
| 6.9 | **Viewing Account Numbers** | | |  |
| 6.10 | **Printing Labels** | | |  |
| 6.11 | **Using Email in Sage 50 Accounting** | | |  |
| 6.12 | **Accessing the Sage 50 Accounting Web Site** | | |  |
| 6.13 | **Exporting Reports** | | |  |
| 6.14 | **Finding Important Code Numbers** | | |  |
| 6.15 | **Using Sage 50 Forms Designer** | | |  |
|  | 6.15.1 | | Inserting a Company Logo in a Form |  |
| 6.15.2 | | Deleting a Custom Report |  |
| 6.16 | **Time Slips** | | |  |
|  | 6.16.1 | | Creating Job Categories |  |
| 6.16.2 | | Creating a Time Slip |  |
| 6.17 | **Time and Billing Report** | | |  |
| 6.18 | **Using the Dashboard** | | |  |