Program Name	Computerized Accounting (SAGE, QuickBooks & Wave)
Level	I
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	**(Insert name of specific software)** Computerized Accounting (Level I) will show you how to take a manual accounting system and computerize it using **(Insert name of specific software)** accounting software. Starting with the basics of setting up a company, you will learn how to create each main module (accounts receivable, accounts payable, and payroll) as well completing monthly bank reconciliations and year-end procedures.

Learning Outcomes:
- Review financial foundation concepts
- Demonstrate how to set up a company
- Create accounts receivable, customer invoices, and receipts
- Set up accounts payable, purchase invoices and receipts
- Add an employee, pay an employee, and apply the various payroll features
- Complete a bank reconciliation
- Complete year-end procedures
- Create and enter adjusting entries
- Complete government reporting - location, forms, print options

Standard Topics:
- Financial foundation concepts (review)
- Setting up a company
- Entering invoices and purchases
- Completing a payroll
- Year-end procedures and financial statements
- Completing a bank reconciliation
- Adjusting entries and correcting errors