



# SAGE ERP 300 TRAINING COURSES

# **1. Introduction to Sage 300 System Administration**

# 1. Introduction to Sage 300 System Administration

This course is for new users. It will introduce them to the basic aspect of Sage ERP 300.

## Targeted Audience

Anyone who needs to understand the overall workings and mythology of Sage ERP as accounting system. Any person who needs to know how accounting is incorporated into Sage ERP300.

## Course Content

- Introduction to basic accounting principals
- Introduction to SQL Server
- Backups and restoration in SQL
- Create databases for companies in Sage ERP 300.
- Activate sub modules
- User Interface
- Crystal and financial reports
- Planning general ledger
- Cost Centers creation
- Activate sub modules
- Accounting principles relating to Sage ERP processes
- Setup options in Sage ERP core modules
- The effect of user rights on the work ability of Sage ERP
- To understand periods in Sage ERP
- Adjustment and closing periods
- Setting up of multi-currency companies
- Planning before creating
- Options for General Ledger, Accounts Receivable, Accounts Payable,
- Inventory Control, Purchase Orders, Order Entry, Peresoft Cashbook
- The connection between Crystal, Financial report writer, Insight reporting, business
- Intelligence and ERP 300
- Case Studies
- Summary & Review

## Prerequisites

Basic knowledge in bookkeeping or accounting, and basic knowledge of Windows.

## **2. Accounts Payable**



## 2. Accounts Payable

Training provides an overview of the Accounts Payable module: User Interface and On-Line Help, Accounts Payable elements (options, sets, codes, and terms), Vendors, Processing invoices, Processing Payments, Processing Adjustments, Periodic Processing, Reports, On-Line Inquiries, and Customizing Sage 300.

### Targeted Audience

- Directors of Accounts Payable
- Directors of Accounting
- Accounts Payable Managers
- Accounts Payable Supervisors
- Accounts Payable Controllers
- Accounts Payable Officers
- Accounts Payable Clerks
- Accountants
- Administration Managers
- Financial Managers

### Course Content

- Introduction to Accounts Payable
- Maintaining records
- Adding, editing and deleting distribution sets
- Processing invoices
- Processing payments and adjustments
- Periodic processing
- Reports
- Error messages
- Importing and exporting
- Accounts payable security
- Technical issues
- Case Studies
- Summary & Review

### Prerequisites

Basic knowledge in bookkeeping or accounting, and basic knowledge of Windows

# 3. General Ledger

### 3. General Ledger

Training provides an overview of the General Ledger module: Set up General Ledger elements (codes, journals, recurring entries), Chart of Accounts and Budgets, Processing Transactions, Periodic Processing, Reporting, On-Line Inquiries, Customizing, Tools & Shortcuts.

#### Targeted Audience

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Everybody else that will need to make sense out of any financial reports, or that needs to do budgets, variance reports or maintain any general ledger accounts, the setup of it, as well as maintenance of those accounts

#### Course Content

- Introduction to General Ledger
- Maintaining accounts
- Transaction processing
- Periodic processing
- Reports
- Error messages
- Importing and exporting
- General Ledger Security
- Technical issues.
- Case Studies
- Summary & Review

#### Prerequisites

An understanding of the basics of accounting, of how to navigate in Microsoft windows, and some understanding of projects, and job costing mythology.



# **4. Accounts Receivable Module**



## 4. Accounts Receivable Module

This training provides an overview of the Accounts Receivable module: Initial Setup, Customer-Related Records, Processing Invoices (Item Detail), Processing Invoices (Summary), Processing Receipts, Processing Adjustments, Periodic Processing, A/R Reports, On-Line Inquiries, Customizing Sage 300, Tools & Shortcuts

### Targeted Audience

- Individuals who interact with Debtors
- Rebate processing
- Group stores or database management
- Debtor management and reporting
- Debtor admin clerks
- Debtor managers
- Risk managers

### Course Content

- Introduction to Accounts Receivable
- Before using Accounts Receivable
- Maintaining Customer Records
- Processing invoices, credit notes and debit notes
- Processing receipts, refunds and adjustments
- Periodic processing
- Technical Issues
- Case Studies
- Summary & Review

### Prerequisites

An understanding of the basics of accounting, of how to navigate in Microsoft windows, and some understanding of projects, and job costing mythology.

# 5. Project & Job Costing

## 5. Project & Job Costing

This training session will provide an overview of how Sage 300 Project and Job Costing works and outlines how Sage 300 Project and Job Costing integrates with other Sage 300 programs. You will learn how to setup and maintain contracts, process transactions, perform periodic tasks such as billing and revenue recognition. You will also learn how to integrate Sage 300 Project and Job Costing with other Sage 300 programs and use analytical reports to determine the profitability of your projects

### Targeted Audience

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Everybody else that will need to make sense out of Project and Job costing, and that needs to do budgets at project levels, variance reports on Projects or maintain any project and the setup of it.

### Course Content

- Overview of Project and Job costing
- Setting up options
- Add all settings
- Creating segments
- Set up transactions and integration
- Set up projects, categories, employees and equipment
- Integration with Microsoft Project
- Maintaining records and setup information
- Managing contracts
- Analytical Reports
- Error messages
- Importing and exporting
- Project and job costing security
- Billing and revenue calculations
- Using Microsoft Project with Project and Job Costing
- Case Studies
- Summary & Review

### Prerequisites

An understanding of the basics of accounting, of how to navigate in Microsoft windows, and some understanding of projects, and job costing mythology.

# 6. Inventory Control



## 6. Inventory Control

This course will teach you how to use ERP 300 to manage your inventory effectively. You learn how post transactions, setup reports, manage daily processes and issue stock control reports.

### Targeted Audience

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Everybody else that will need to make sense out of any financial reports, or that needs to do budgets, variance reports or maintain any general ledger accounts, the setup of it, as well as maintenance of those accounts.

### Course Content

- Item / Price Lists
- Transactions
- Statistics and Inquiries
- Physical Inventory
- Setup Reports
- Price / Sales Analysis Reports
- Stock Control Reports
- Day End Processing
- Technical issues
- Case Studies
- Summary & Review

### Prerequisites

Storekeeping knowledge, computer literacy knowledge and bookkeeping.

# 7. Order Entry

## 7. Order Entry

Sage 300 Order Entry allows you to enter orders and sales returns and print invoices, credit notes, order confirmations, picking slips and shipping labels.

### Targeted Audience

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Everybody else that will need to make sense out of any financial reports, or that needs to do budgets, variance reports or maintain any general ledger accounts, the setup of it, as well as maintenance of those accounts.

### Course Details

- What you need to know before using Order Entry
- Maintaining setup information
- Processing orders, shipments, and invoices
- Processing credit notes and debit notes
- Periodic processing
- Reports
- Error messages
- Importing and exporting
- Order entry security
- Technical issues
- Case Studies
- Summary & Review

### Prerequisite

Basic knowledge in bookkeeping or accounting, and of Windows.

## 8. Crystal Reports



## 8. Crystal Reports

Crystal Reports enables you to produce reports that are ideally suited to the business needs of your company. With Crystal you can access corporate knowledge and leverage business insight to make better-informed decisions. During this introductory session the user will learn how to create and modify reports, sort, select, group and summarize records and write basic queries.

### Targeted Audience

Excising Sage 300 users

### Course Details

- Report design
- Record selection
- Sorting, grouping and summarizing
- Grouping options
- Presentation: Quality reports
- Linking
- Formula Basics
- Conditional Reporting
- Section formatting
- Charting
- Report distribution
- Case Studies
- Summary & Review

### Prerequisite

A working knowledge of windows conventions. Basic knowledge of database concepts such as tables, fields and records. Working knowledge of MS Office.

# 9. Purchase Orders

## 9. Purchase Orders

This course explains the concepts of creating, posting, and reviewing requisitions, purchase orders, receipts, invoices, returns, credit notes, and debit notes. In addition, we outline how you can use Sage 300 Purchase Orders to report purchasing data and carry out the periodic tasks and procedures that are part of your daily tasks.

### Targeted Audience

Excising Sage 300 users

### Course Details

- What you need to know before using Purchase Orders
- Maintaining setup information
- Periodic processing
- Reports
- Purchase orders security
- Technical issues
- Case Studies
- Summary & Review

### Prerequisite

Basic knowledge in bookkeeping or accounting, and of Windows.

# 10. Cashbook



## 10. Cashbook

This course will teach the user the different aspects of handling cash transactions, reporting and bank reconciliations.

### Targeted Audience

Any delegates who interact with debtors or creditors e.g. Debtors receipts or Creditors payments, rebate processing, group stores or database management, bank reconciliation and reporting. Entrance

### Course Details

- Transactions
- Reports
  - Batches
  - Audit Lists
  - Analysis
- Bank Reconciliation
- Technical issues
- Case Studies
- Summary & Review

### Prerequisite

Basic knowledge in bookkeeping or accounting, and of Windows.

