

COURSE OUTLINE



Refresher on Sage 300 -Accounts Payable and -Purchase Orders

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Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

A. Course Outlines

1. Free online pre-training assessments

Not sure how familiar you are with the software – then click on the link below and/or forward the link to your colleague(s) in order to distinguish what you know.

- Sage 300 Refresher Pre-Training Assessment <[Click Here](#)>

2. Refresher on Sage 300 Accounts Payable and Sage 300 Purchase Orders

Course description

If you have knowledge of previous versions of Sage 300 and would like to get up-to-date on all the latest features as well as best practice use of Sage 300 Accounts Payable and Sage 300 Purchase Orders then this is the course for you. All our courses are highly interactive and are designed to enable attendees to immediately apply the skills imparted in the workplace.

Course duration

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites

Basic Sage 300 Accounts Payable and Sage 300 Purchase Orders working experience.

Documentation

The following documentation is included with the course

- User competency assessment
- Certificate of attendance

After attending you will be able to

Use Sage 300 Accounts Payable and Sage 300 Purchase Orders with a host of exciting new tools to work with that will make your job easier.

Who should attend?

- Existing Sage 300 users Payroll Managers

Topics covered

Sage 300 Accounts Payable allows users to track cash outflows to vendors and manage cash requirements to meet payment obligations.

- Module setup - Users will learn how to setup the module for their specific needs
- Define vendors and vendor groups
- Record invoice and payment transactions
- Bank reconciliations and tax reporting
- Standard Sage 300 Accounts Payable reports

Sage 300 Purchase Orders allows users to enter and automate the purchasing process for inventory and non-stock items.

- Enter purchase orders with ease and accuracy and convert orders into receipts and invoices for payment.
- Enter requisitions, standing and blanket orders, receipts, returns and debit notes, and automatically generating purchase orders will also be addressed.



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2626 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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