

COURSE OUTLINE



Refresher on Sage 300 General Ledger and Peresoft Cashbook

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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 General Ledger and Peresoft Cashbook

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 General Ledger and Peresoft Cashbook 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 General Ledger and Peresoft Cashbook 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 General Ledger and Peresoft Cashbook with a host of exciting new tools to work with that will make your job easier.

Who should attend?

- Existing Sage 300 users

Topics covered

The General Ledger is the heart and soul of an accounting system. Sage 300 offers tremendous flexibility in defining and working with the chart of accounts, and in preparing financial statements.

- Transaction flow in Sage 300
- Set up the module to meet the specific needs of their organization.
- Establish a multi-segmented chart of accounts.
- Enter journal entry transactions.
- Users will also learn how to use the powerful inquiry functionality.
- Establish budgets.
- Perform year-end closing.

Peresoft Cashbook

- Typical cashbook cycle and transaction flow



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- Bank setup
- Cashbook transactions & entries
- The batch list window, archiving, retrieving, import, export and post batches
- Bank transfers
- Printing cheques and advices, receipt and deposit slips
- The bank reconciliation function
- Reversing transactions
- Inquiry facilities
- Clearing reconciled entries and Cashbook history file
- Print/consolidate general ledger transactions
- Tailoring the cashbook
- Integrity checks and backup method



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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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