

COURSE OUTLINE



Sage 300 Accounts Payable

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1. Table of Contents

1.	Table of Contents	2
A.	COURSE OUTLINES.....	3
1.	Free online pre-training assessments	3
2.	Sage 300 Accounts Payable	3
B.	CONTACT DETAILS	7
1.	Location for training	7
2.	For bookings or more information	7



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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 Accounts Payable Pre-Training Assessment <[Click Here](#)>

2. Sage 300 Accounts Payable

Course Description

During this Sage 300 Accounts Payable course you will be provided with the tools to streamline your entire cash flow process and help you save money.

Course duration

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

Course pre-requisites

Students should possess basic knowledge in bookkeeping or accounting theory, basic bookkeeping or accounting theory, and basic knowledge of Windows.

Documentation

The following documentation is included with the course

- Sage 300 user guide
- User competency assessment
- Certificate of attendance

After attending you will be able to

- Implement latest accounts payable technology and techniques
- Organise your accounts for optimum efficiency with suppliers and budget-holders
- Gain more cooperation from vendors and co-workers
- Self-audit your accounts payable process to spot-check your department's accuracy
- Benefit from expert insight into how long it should take and invoice to flow through your company
- Combat fraud with proven techniques for accounting in the digital age

Who should attend?

- 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



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- Purchasing Managers
- Payroll Managers
- Procurement Managers
- Supply Chain Managers

Topics covered

Introduction to Accounts Payable

Before using Accounts Payable

- Overview of AP
- Processing AP batches
- Processing invoices, credit notes, and debit notes
- Processing adjustments
- Processing payments
- Using the payment entry form
- Using the create payment batch form
- Printing checks from accounts payable
- Posting payments
- Importing payment batches
- One-time vendors
- Accounting for retainage
- Reconciling bank statements
- Processing multi-currency transactions
- Revaluing multi-currency transactions
- Reporting accounts payable data
- Periodic processing
- Using AP with other SAGE300 Applications

Maintaining records

- Icons for maintaining vendor records and setup information
- Adding, editing and deleting vendor groups
- Adding, editing and deleting vendors
- Adding, editing and deleting remit-to locations
- Adding, editing and deleting recurring payable records
- Adding, editing and deleting vendor information
- Changing accounts payable options
- Adding, editing and deleting account sets
- Adding, editing and deleting distribution codes

Adding, editing and deleting distribution sets

- Adding, editing and deleting terms codes
- Adding, editing and deleting payment codes
- Adding, editing and deleting e-mail messages
- Adding, editing and deleting selection codes
- Adding, editing and deleting optional fields
- Printing setup record reports
- Importing and exporting record information



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Processing invoices

- Icons for processing invoices, credit notes, and debit notes
- Using the invoice entry form
- Listing invoice batches
- Posting invoice batches
- Printing the invoice posting journal
- Printing the invoice posting errors report
- Checking batch status
- Importing and exporting batches

Processing payments and adjustments

- Icons used to process payment and adjustment batches
- Using the payment entry form
- Using the control payments form
- Printing checks and posting payment batches
- Viewing payment information
- Using the adjustment entry form
- Listing payment and adjustment batches
- Posting adjustment batches
- Printing/posting journals
- Checking batch status
- Importing and exporting payment and adjustment batches

Periodic processing

- Icons used in periodic processing
- Creating a recurring payable batch
- Clearing history and statistics
- Creating general ledger batches
- Creating retain age batches
- Revaluing vendor transactions
- Year-end processing

Reports

- Using personal report settings
- Account sets
- Aged cash requirements
- Aged payables
- Aged retain age
- Batch listing
- Batch status
- Check register
- Checks
- Distribution codes
- Distribution sets
- E-mail messages
- GL transactions



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- Letters and labels
- Optional fields
- Options
- Overdue payables
- Payment codes
- Payment selection codes
- Posting errors
- Posting journal
- Pre-check register
- Recurring payables
- Remit to locations
- Revaluation posting journal
- Terms
- Vendor activity statistics
- Vendor group list
- Vendor list
- Vendor period statistics
- Vendor transactions

Error messages

- Using online message help

Importing and exporting

- File import/export selections
- Exporting from records with multiple tables
- Import options
- Selecting records for export
- Errors during importing

Accounts payable security

Technical information

- Creating macros for accounts payable
- Multi-user considerations

STANDARD REPORTS FOR ACCOUNTS PAYABLE:

- Aged cash requirements
- Aged payables
- Batch listing and status
- Cheques register
- General Ledger transactions



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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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