

COURSE OUTLINE



Sage 300 Accounts Receivable

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

2. Sage 300 Accounts Receivable

Course description

The Sage 300 Accounts Receivable course we will provide you with the ability to manage your customers and fine tune customer relations by keeping track of important sales information and outstanding balances.

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
- Organize 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?

- Any delegates who have interaction with Debtors
- Debtors receipts
- Rebate processing
- Group stores or database management
- Debtor management and reporting
- Debtor admin clerks
- Debtor managers
- Risk managers



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Topics covered

Introduction to Accounts Receivable

Before using Accounts Receivable

- Overview of AR processing

Maintaining customer records

- Maintenance and setup of AR information
- Adding, Editing and Deleting customer groups
- Editing and Deleting customer records
- Adding, Editing and Deleting ship-to locations
- Adding, Editing and Deleting recurring charge records
- Displaying and printing customer information
- Changing AR options
- Adding, Editing and Deleting account sets
- Adding, Editing and Deleting billing cycles
- Adding, Editing and Deleting distribution codes
- Adding, Editing and Deleting dunning messages
- Adding, Editing and Deleting interest profiles
- Adding, Editing and Deleting payment codes
- Adding, Editing and Deleting item records
- Adding, Editing and Deleting salesperson records
- Adding, Editing and Deleting terms codes
- Adding, Editing and Deleting e-mail and fax messages
- Adding, Editing and Deleting optional fields
- Printing setup reports
- Importing and exporting customer and setup records

Processing invoices, credit notes and debit notes

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

Processing receipts, refunds and adjustments

- Icons for processing receipt, refund and adjustment batches
- Using the receipt entry forms
- Receipt inquiry
- Printing receipts for customers
- Printing deposit slips
- Using the adjustment entry form
- Listing receipt refund and adjustment batches
- Posting receipt refund and adjustment batches
- Printing posting journals



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- Checking batch status
- Importing and exporting receipt, refund and adjustment batches

Periodic processing

- Icons used in periodic processing
- Clearing history
- Creating GL batches
- Updating recurring charges automatically
- Creating write-off batches
- Deleting inactive records
- Revaluing customer transactions
- Year-end processing reports
- Using personal report settings
- Account sets
- Aged retainage report
- Aged trial balance
- Batch listing
- Batch status
- Billing cycles
- Checks
- Customer activity statistics
- Customer group list
- Customer list
- Customer period stats
- Customer ship-to locations
- Customer transactions
- Deposit slips
- Distribution codes
- Dunning messages
- E-mail/fax messages
- GL integration



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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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