

# COURSE OUTLINE

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## Sage 300 Financial Report Writer

*Last Updated: 5 August 2016*



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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 Financial Report Writer Pre-Training Assessment <[Click Here](#)>

### 2. Sage 300 Financial Report Writer

#### Course description

This course covers the reporting capabilities of the Financial Reporter and explains how to produce financial statements from the data stored in the general ledger. The Financial Reporter is a powerful reporting tool that uses Microsoft Excel to manipulate, format, graph, and print general ledger data. The Financial Reporter adds Sage 300- specific functions and commands to Excel which allows it to read General Ledger data. Once the data is in a worksheet, the Financial Reporter uses Excel's Formatting and printing capabilities to produce the statement.

#### Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

#### Course pre-requisites

Working knowledge of Sage 300 General Ledger. Basic knowledge of Excel.

#### Documentation

The following documentation is included with the course

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

#### Topics covered

Financial Reporter Features

- Report data
- Data selection criteria
- Consolidating accounts

Financial Reporter menu commands

Financial reporter functions

How to produce financial statements

Editing and creating financial reports

Using formulas to retrieve GL data

Using Financial Reporter to insert formulas

Writing report specifications

Layout of a report specification

Controlling overall financial statement formats

Specifying GL Information in columns

Specifying accounts and totals in statement lines

Specifying selection criteria

Consolidating account ranges



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Handling rounding on reports



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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](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)



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