

COURSE OUTLINE



Sage 300 General Ledger

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Address
PO Box 25334
Monument Park
0105
South Africa

Head Office & Training
1001 Clifton Avenue
Lyttelton Manor
Centurion
South Africa

Tel: 0861-11-1680
Fax: 0866-838-922
e-mail: sales@acctech.biz
Web: www.acctech.biz

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

2. Sage 300 General Ledger

Course description

During this course the user will be shown how to maximize the efficiency and accuracy of financial data. Sage 300 General Ledger provides a view of the robust feature set, designed to handle the most demanding budgeting and processing needs. The user will be shown how General Ledger fully integrates with all the Sage 300 modules and is the key to maximizing the efficiency and accuracy of your financial data. If you need to understand multi-currency accounts, auto allocation and roll ups, this course is for you.

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

- Understand how to create general ledger accounts
- Be able to read financial reports
- Create journal entries
- Do roll ups and auto allocations
- Create cost centres and more

Who should attend?

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Everybody else that will need to make sense out of any financial reports, or that needs to do budgets, variance reports or maintain any general ledger accounts, the setup of it, as well as maintenance of those accounts.



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Topics covered

Introduction to General Ledger

Before using General Ledger

- Sources of General Ledger Batches
- Creating General Ledger Journal Entry Batches
- Creating Other General Ledger Batches
- Posting Batches
- Reviewing Batches
- Period End and Year End
- Transaction Flow in Integrated Sage 300 Applications

Maintaining accounts

- Account maintenance
- The General Ledger accounts form
- Changing and deleting account information
- Chart of accounts
- Budget maintenance
- Account history inquiry
- Transaction history
- Fiscal set comparison
- Source currency inquiry

Transaction processing

- Journal Entry
- The General Ledger batch list form
- Import and export batches
- Retrieve batches
- Batch listing (Report)
- Post batches
- Report posted transactions

Periodic processing

- Periodic processing overview
- Create new year
- Period end maintenance
- Consolidate posted transactions
- Create allocation batch
- Create revaluation batch
- Creating recurring entries batch
- Clear history

Reports

- Printing reports and financial statements
- Audit reports and listings
- Chart of accounts
- Trail balance
- Transactions listing
- Source journals



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- Batch status
- Batch listing
- Posting journals
- Account structures
- Segment codes
- Source codes
- Source journal profiles
- Revaluation codes
- Options
- Account groups
- Recurring entries
- Optional fields
- Transaction details optional fields
- Financial reports

Error messages

- Using online message help

Importing and exporting

- File import/export functions
- Importing and exporting General Ledger data
- Using the sample chart of accounts

General Ledger Security

- Group security

Technical information

- Multiuser considerations
- Creating macros
- Sample Visual Basic Macros



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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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