

COURSE OUTLINE



Sage 300 Internal Requisitions

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

2. Sage 300 Internal Requisitions

Course description

Sage 300 Internal Requisitions enables a business to issue consumable stock from a central warehouse to internal cost centres, while costing the relevant expenses to cost centres set up for these cost centres, down to the tenth level. The Sage 300 Internal Requisition module links directly to Sage 300 Inventory Control and Sage 300 General Ledger.

Course duration

This course is scheduled for ½ day from 9:00 till 12:30.

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

- To control consignment stock
- Create internal requisitions
- Expense costs to cost centres
- Set up specific cost centres and link to General Ledger
- Update inventory control with quantities

Who should attend?

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Store managers
- Floor managers
- Operational staff
- Stock controllers



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Topics covered

- Understanding the Internal Requisitions application
- Features of Internal Requisitions
- Installation
- Security
- Modules within Internal Requisitions
- Setup Modules
- Options
- Segment codes
- Structure codes
- Cost Centre maintenance
- Graphic view of Internal Requisitions transactions
- Requisition Inquiries
- Requisition shipment
- Shipment returns
- Reports
- Transaction listing
- Picking slips
- Internal Invoices
- Shippable back orders
- Order Action



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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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