

# COURSE OUTLINE

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## Sage 300 Inventory Control

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

### 2. Sage 300 Inventory Control

#### Course description

Sage 300 Inventory Control is a complete multi-location inventory management system that keeps track of stock levels and processes inventory receipts, shipments, returns, and adjustments.

#### Course duration

This course is scheduled for two days 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

- Create inventory items
- Set up your stock system, to your own needs
- Control your costing methods
- Transfer stock
- Create own locations
- Create bill of materials
- Create stock control accounts
- Process stock takes easily

#### Who should attend?

- Stock controllers
- Operational managers
- Sage 300 users
- Floor managers
- Bookkeepers
- Financial officers
- Cost accountants
- Any person involved In stock



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## Topics covered

### Introduction to inventory control

#### Before using inventory control

- Overview of IC processing
- Transaction processing
- Processing receipts
- Processing shipments
- Processing adjustments
- Processing transfers
- Processing assemblies and disassembles
- Reporting inventory control data
- Periodic processing
- Journal entries generated by inventory control
- Printing audit trail reports
- Using inventory control with other Sage 300 accounting programs

#### Maintaining setup information

- Icons for maintaining setup info
- Changing inventory control options
- Changing GL integration options
- Adding, editing and deleting item structures
- Adding, editing and deleting segment codes
- Adding, editing and deleting inventory locations
- Adding, editing and deleting categories
- Adding, editing and deleting account sets
- Adding, editing and deleting price list codes
- Adding, editing and deleting optional fields
- Units of measure
- Adding, editing and deleting weight units of measure
- Printing setup reports
- Importing and exporting setup record information

#### Maintaining item and price list information

- Icons for maintaining item and price list information
- Adding, editing and deleting item records
- Linking vendor to items
- Adding, editing and deleting customer details
- Maintaining price lists
- Adding, editing and deleting location details
- Adding, editing and deleting manufacturers' items
- Adding, editing and deleting reorder quantities
- Adding, editing and deleting bills of material
- Adding, editing and deleting kitting items
- Maintaining items statistics
- Printing item and price list information
- Importing and exporting item and price list information

#### Processing inventory control transactions



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- Processing receipts and shipments
- Using the receipts form
- Using the shipments form
- Processing transfers, adjustment, and assemblies
- Using the transfers form
- Using the adjustments form
- Using the assemblies/disassemblies form
- Posting inventory control transactions
- Printing posting journals
- Importing transactions
- Retrieving transaction history
- Viewing current transactions

Day end and periodic processing

- Day end processing
- Periodic processing

Reports

- Standard reports
- Account sets
- Aged inventory
- Alternate items
- Bills of material
- Bin/shelf labels
- Categories
- Contract pricing
- Customer details
- GL integration
- GL transactions
- Inventory movement
- Inventory reconciliation
- Inventory worksheet
- Item labels
- Item status
- Item structures
- Item valuation
- Kitting items
- Location details
- Locations
- Manufacturers' items
- Mark-up analysis
- Optional fields
- Options
- Overstocked items
- Posting journals
- Price list codes
- Price lists



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- Reorder report
- Reorder quantities
- Sales statistics
- Segment codes
- Selling price and margin analysis
- Serial numbers
- Slow moving items
- Transaction history
- Transaction listing
- Transaction statistics
- Transfer slips
- Units of measure
- Vendor details
- Weight units of measure

Errors, warnings and confirmations

- Using online message help

Importing and exporting

- Importing and exporting data
- I/C import and export data

Inventory control security

- Basic permission and rights
- Additional permissions and rights

Technical information

- Creating macros for inventory control
- Multi-user considerations



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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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