

COURSE OUTLINE



Sage 300 Project and Job Costing

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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. Sage 300 Project and Job Costing

Course description

This one day training session will provide an overview of how Sage 300 Project and Job Costing works and outlines how Sage 300 Project and Job Costing integrates with other Sage 300 programs. You will learn how to setup and maintain contracts, process transactions, perform periodic tasks such as billing and revenue recognition. In addition you will learn how to integrate Sage 300 Project and Job Costing with other Sage 300 programs and use analytical reports to determine the profitability of your projects.

Course duration

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

Course pre-requisites

Students need to understand the basics in accounting as well as accounting groups, needs to understand how to navigate in Microsoft windows, also it will be to their benefit to have some understanding of projects, and job costing mythology. Understanding inventory control processes as well as procurement and sales related processes would be optimal.

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 and maintain Projects in Sage 300 Project and Job Costing
- Be able to capture and modify estimates and budgets in Sage 300 Project and Job Costing
- Understand the different accounting methods in Sage 300 Project and Job Costing
- Run "Revenue Recognition" and post this into the General Ledger
- Be able to capture Sage 300 Project and Job Costing related transactions in Accounts Payable, Accounts Receivable, Purchase Orders, Order Entry, Inventory Control and Project and Job Costing.
- Be able to run Project and Job Costing reports.

Who should attend?

- Bookkeepers
- Accountants
- Auditors
- Internal Auditors
- Everybody else that will need to make sense out of Project and Job costing, and that needs to do budgets at project levels, variance reports on Projects or maintain any project and the setup of it.

Topics covered

- Overview of Project and Job costing
- Setting up options
- Add all settings



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- Creating segments
- Set up transactions and integration
- Creating default cost types
- Set up contract structures
- Set up segment codes
- Create account sets
- Set up projects
- Set up categories
- Create employees
- Create equipment
- Set up your miscellaneous expenses
- Create your overhead expenses
- Set up your sub-contractors
- Set your general ledger integration
- Maintaining budgets
- Transact in contract maintenance
- Enter opening balances
- Check transactional history
- Enter costs
- Transact in material usage
- Create material returns
- Transact material allocation
- Create time cards
- Create charges
- Revise your estimates
- Do all your adjustments to transactions
- Post transactions
- Transact in budget maintenance
- Create A/R billings
- Revenue recognition
- Re-open closed projects
- Update payroll
- Clear history
- Reporting project and job costing data
- Integration with Microsoft Project
- Maintaining records and setup information
- Managing contracts
- Analytical Reports
- Error messages
- Importing and exporting
- Project and job costing security
- Technical information
- Billing and revenue calculations
- Using Microsoft Project with Project and Job Costing
- Contact Details



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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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