

COURSE OUTLINE



Sage 300 Purchase Orders

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1. Table of Contents

1.	Table of Contents	2
A.	COURSE OUTLINES.....	3
1.	Free online pre-training assessments	3
2.	Sage 300 Purchase Orders	3
B.	CONTACT DETAILS	6
1.	Location for training	6
2.	For bookings or more information	6



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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 Purchase Orders Pre-Training Assessment <[Click Here](#)>

2. Sage 300 Purchase Orders

Course description

During this course we explain the concepts of creating, posting, and reviewing requisitions, purchase orders, receipts, invoices, returns, credit notes, and debit notes. In addition, we outline how you can use Sage 300 Purchase Orders to report purchasing data and carry out the periodic tasks and procedures that are part of your normal routine.

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

- All trainees will be able to process purchase orders, receipt stock, and take on suppliers invoice. Return stock, create debit and credit notes. Update the vendors' records through day end processing.
- They will be able to buy non stock items, receipt them, and expense those costs to general ledger.
- Will be able to control additional costs, to get an actual cost valuation.

Who should attend?

- Any user creating purchase orders
- Stock controllers
- Cost accountants
- Warehouse managers
- Floor managers
- Any stock controllers

Topics covered

Introduction

What you need to know before using purchase orders

- Overview of PO processing
- Processing transactions



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- Processing requisitions
- Processing purchase orders
- Processing receipts
- Processing invoices
- Processing returns
- Processing credit notes and debit notes
- Summary of posting and day end processing
- Editing vendor and detail tax information
- Entering optional field information
- Periodic processing
- Day end processing
- Batches created in AP
- Journal entries generated from posted purchase order transactions
- Creating general ledger batches
- Clearing historical data
- Reporting purchase order data
- Using purchase order with other Sage 300 programs

Maintaining setup information

- Icons for maintaining setup information
- Changing purchase order options
- Adding, editing and deleting ship-via codes
- Adding, editing and deleting templates
- Adding, editing and deleting additional costs
- Adding, editing and deleting e-mail messages
- Adding, editing and deleting optional fields
- Maintaining records for a stand-alone system
- Importing and exporting setup records
- Adding and editing receipts
- Adding invoices
- Adding and editing returns
- Adding credit notes and debit notes
- Editing tax information
- Entering exchange rates
- Entering optional field information
- Printing receiving slips and returns
- Using the purchase history and purchase statistics forms
- Importing and exporting transactions

Periodic processing

- Day end processing
- Periodic reports
- Clearing history
- Creating general ledger batches
- Deleting inactive records (in a standalone purchase orders system)

Reports

- Standard reports



- Account sets
- Additional costs
- Aged purchase orders
- Committed costs audit list
- E-mail messages
- GL transactions
- Item transaction history
- Mailing labels
- Optional fields
- Options
- Payables clearing audit list
- Posting journals
- Purchase history
- Purchase order actions
- Purchase orders
- Purchase statistics
- Receiving slips
- Requisitions
- Returns
- Shippable backorders
- Ship-via codes
- Templates
- Transaction list
- Vendor details
- Error messages
- Online message help
- Importing and exporting
- Importing and exporting data
- Selecting purchase orders records to import or export

Purchase orders security

- Assigning purchase orders security
- Basic permissions and rights

Technical information

- Creating macros for purchase orders
- 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

For the latest event schedule visit our training page on www.acctech.biz



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