

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Apr'19	May'19	Jun'19
<b>IINTRODUCTION TO ACCOUNTING</b> 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R7150 pp excl VAT  <a href="#">Click here</a>	The user will learn the basics of accounting and how to apply that to his or her ERP system, as well as the flow of source transactions to the General Ledger, and what effect those transactions will have on your financial reports.	Venue	Apr'19	May'19	Jun'19
		PTA	On request	06-07	03-04
<b>IINTRODUCTION TO SAGE 300</b> 3 FULL DAYS (9:00 - 16:00) R10250 pp excl VAT  <a href="#">Click here</a>	This course has been designed for new users – people who have never worked on Sage 300 (formally known as Sage ERP Sage 300) core modules before, and needs to understand the overall workings and mythology of Sage 300 as an ERP system, and also for students that needs to know the basics of accounting and how this incorporates into Sage 300.	Venue	Mar-19	Apr-19	May-19
		PTA	08-09	08-10	05-07
<b>SAGE 300 GENERAL LEDGER</b> 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT  <a href="#">Click here</a>	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.	Venue	Apr'19	May'19	Jun'19
		PTA	10	13	10
<b>SAGE 300 ACCOUNTS RECEIVABLE</b> 1 FULL DAY (9:00 - 16:00) (9:00 - 16:00) R3580 pp excl VAT  <a href="#">Click here</a>	The Sage 300 Accounts Receivable course we will provide you with the ability to manage your customers and fine tune customer relations by keeping track of important sales information and outstanding balances.	Venue	Apr'19	May'19	Jun'19
		PTA	12	15	12
<b>SAGE 300 ACCOUNTS PAYABLE</b> 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT  <a href="#">Click here</a>	During this Sage 300 Accounts Payable course you will be provided with the tools to streamline your entire cash flow process and help you save money.	Venue	Apr'19	May'19	Jun'19
		PTA	11	14	11
<b>PERESOFT CASHBOOK</b> 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT  <a href="#">Click here</a>	During this course, we take the user through the set-up options of cashbook, bank accounts, source and distribution codes, tax groups and key reports. Included are the capturing of all type of transactions and reconciliation to the Bank Statement.	Venue	Apr'19	May'19	Jun'19
		PTA	16	16	13

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Class dates and times are subject to change

Marili van Niekerk | Manager: Training | training@acctech.biz | +27 (82) 873 9227 | +27 (12) 640 2692

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		Venue	Apr'19	May'19	Jun'19
<b>SAGE 300 PURCHASE ORDERS</b> 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT	Learn 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.  <a href="#">Click here</a>	PTA	17	17	14
		Venue	Apr'19	May'19	Jun'19
<b>SAGE 300 ORDER ENTRY</b> 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT	Sage 300 Order Entry allows you to enter orders and sales returns and print invoices, credit notes, order confirmations, picking slips and shipping labels.  <a href="#">Click here</a>	PTA	18	20	17
		Venue	Apr'19	May'19	Jun'19
<b>SAGE 300 SYSTEM ADMINISTRATION</b> 2 FULL DAYS (9:00 - 16:00) R7150 pp excl VAT	This course is for anyone needing to administer the Sage 300 application in a production or development environment.  <a href="#">Click here</a>	PTA	12	15	12
		Venue	Apr'19	May'19	Jun'19
<b>SAGE 300 INVENTORY CONTROL</b> 2 FULL DAYS (9:00 - 16:00) R3580 pp excl VAT	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.  <a href="#">Click here</a>	PTA	On request	21-22	On request
		Venue	Apr'19	May'19	Jun'19
<b>SAGE 300 PROJECT &amp; JOB COSTING</b> 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT	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.  <a href="#">Click here</a>	PTA	25	On request	On request
		Venue	Apr'19	May'19	Jun'19
<b>SAGE 300 INTERNAL REQUISITIONS</b> ½ HALF DAY (9:00 - 13:00) R2450 pp excl VAT	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.  <a href="#">Click here</a>	PTA	On request	On request	On request
		Venue	Apr'19	May'19	Jun'19

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**Fax to: Gauteng: 0866 838 922**

**Telephone Enquiries Marili van Niekerk: Gauteng: 012 640 2692**

Company name \_\_\_\_\_ VAT Reg \_\_\_\_\_ Order Nr \_\_\_\_\_ VIP Acc Nr \_\_\_\_\_

Your name \_\_\_\_\_ Tel no \_\_\_\_\_ Fax no \_\_\_\_\_ Mobile \_\_\_\_\_

Postal address \_\_\_\_\_ Email \_\_\_\_\_

Food Allergies or Vegetarian of delegate attending \_\_\_\_\_ Job Title \_\_\_\_\_

COURSE NAME	NAME AND SURNAME	DATES	VENUE
Introduction to Accounting			
Introduction to Sage 300			
Sage 300 General Ledger			
Sage 300 Accounts Payable			
Sage 300 Accounts Receivable			
Peresoft Cashbook			
Peresoft RecXpress			
Sage 300 Purchase Orders			
Sage 300 Order Entry			
Sage 300 Inventory Control			
Sage 300 Internal Requisitions			
Sage 300 Project & Job Costing			
Sage 300 System Administration			
Sage 300 Management Overview			

*Terms and Conditions*

**AccTech Systems Cancellation Obligations**

AccTech Systems reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. AccTech Systems will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. AccTech Systems is not responsible for airfare penalties incurred because of cancelled courses. AccTech Systems will not reimburse registrants for any travel or hotel cancellation fees or penalties.

**Attendee Cancellation Obligations**

Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.

REFERRED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Signed on behalf of the company: \_\_\_\_\_

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