



Training: Sage 300cloud Accounting

COURSE NAME	TRAINING CONTENT	2020 DATES		
		Feb	Mar	Apr
<p>BOOKKEEPING FUNDAMENTALS 2 FULL DAYS (9:00 - 16:00) R4 280 pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This comprehensive training program covers the basic bookkeeping terms and concepts. This also shows how to deal with basic bookkeeping documents and how to use them in a manual paper-based accounting system. Course Outline : Bookkeeping introduction Value Added Tax (VAT) Source Documents Inventory Subsidiary Journals The General Ledger The Trial Balance The Statement of Income The Statement of Financial Position Bank Reconciliation</p>		2 & 3	2&3
<p>SAGE 300cloud WEB SERVICES OVERVIEW HALF DAY (9:00 - 1300) R1070 pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : The course will give you an overview of navigating and understanding the new Web Services Course Outline : Navigation through all Sage 300 cloud core modules (GL/AR/AP/IC/PO/OE) and also Peresoft Cash Book/ RecExpress/EFTXpress using new web services application. Pre-requisites: Basic experience with Sage 300cloud</p>		25	
<p>SAGE 300 DESKTOP NAVIGATION BASIC TRAINING 2 FULL DAYS (09:00 - 16:00) R4 320pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This comprehensive training course will give you the knowledge and skills necessary to navigate and understand the structure layout of Sage 300 Desktop. Target Learners : If you use Sage 300 Desktop and want to improve your skills, or if you have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system, this course is for you. Course Outline : General Ledger : General Ledger Overview Navigation of folders General Ledger Batch General Ledger Integration Entering Journal Entry Transactions Provisional Posts Reverse Posted Transactions Common Services : Company Profile The Fiscal Calendar Setting up Multicurrency Euro Conversion Rates Tax and Bank Services : Tax Services Bank Services Integration between Modules : Subledgers and the General Ledger Setup options in each module Module Setup Procedures : Locate the setup procedures for each module Setup procedures for the General Ledger Accounts Receivable Setup Procedures Accounts Payable Setup Procedures Inventory Control Setup Procedures Delegates booking for this course should have completed : Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10/Secondary Bookkeeping Computer Literacy at NQF4 Level 3 or Standard 8/Grade 10/Secondary Computer Literacy Mathematical Literacy or Standard 8/Grade 10/Secondary Mathematics</p>	17 & 18		28 & 29



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<p>SAGE 300 DESKTOP FINANCIAL SUITE BASIC TRAINING 2 FULL DAYS (09:00 - 16:00) R4 320pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This comprehensive training course will give you the knowledge and skills necessary to navigate and understand understand the financial navigation and processing of debtors and creditors within Sage 300 Desktop</p> <p>Course Outline : *General Ledger : General Ledger Overview Navigation of folders General Ledger Batch General Ledger Integration Entering Journal Entry Transactions Provisional Posts Reverse Posted Transactions Accounts Receivable : Overview of Accounts Receivable Customer Groups Customers Accounts Receivable Daily Processing Invoice Entry Printing Invoices Receipt Entry Accounts Payable : Overview of Accounts Payable Vendors Accounts Payable Daily Processing Entering Invoices Quick Entry Mode Manual Payment Entries Creating a New Payment Batch Control Payments Printing cheques Printing cheques from the Payment Batch List Window *Tax & Bank Services : Tax Services Bank Services *When Sage 300 Financial Suite Basic Training is done in conjunction with Sage 300 Desktop Navigation Basic Training, these sections will not be covered as they are covered in the Sage 300 Desktop Navigation Basic Training. This will reduce the course duration. Delegates booking for this course should have completed : Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10/Secondary Bookkeeping Computer Literacy at NQF4 Level 3 or Standard 8/Grade 10/Secondary Computer Literacy Mathematical Literacy or Standard 8/Grade 10/Secondary Mathematics</p>		23 & 24	
<p>SAGE 300 DESKTOP DISTRIBUTION SUITE BASIC TRAINING 2 FULL DAYS (09:00 - 16:00) R4 320pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This comprehensive training course will give you the knowledge and skills necessary to navigate and understand the inventory and order modules within Sage 300 Desktop</p> <p>Course Outline : Inventory Control : Item Records Location Details Manufacturers Items Reorder Quantities Bills of Material Item Kits I/C Item Pricing Items Wizard Entering Receipts I/C Receipts - Serial Items I/C Receipts - Lot Items Recalling Receipts Purchase Orders : Entering Purchase Orders Entering Receipts Entering Invoices Order Entry : Understanding Order Types Entering Orders Entering Shipments Entering Invoices Day End Processing : Performing Day End Processing Delegates booking for this course should have completed : Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10/Secondary Bookkeeping Computer Literacy at NQF4 Level 3 or Standard 8/Grade 10/Secondary Computer Literacy Mathematical Literacy or Standard 8/Grade 10/Secondary Mathematics</p>		16 & 17	
<p>PERESOFT CASHBOOK & BANKING SERVICES incl EFTXpress & RECXpress 1 FULL DAY (9:00 - 16:00) R2 300 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : The user will be introduced to the basics of Sage 300 companion product Peresoft Cashbook, EFTXpress & RECXpress. The user will be shown how the Cashbook supports the General Ledger to fully integrate with all the Sage 300 modules</p> <p>Course Outline : Cashbook - source & distribution codes tax groups transaction and batch processing interface to/from AP and AR interface to GL reporting. RecXpress - setup & options importing info from bank accounts reconciling bank account with cashbook. EFTXpress - setup & options reconciling EFT transactions. Pre-requisites: Windows literate & basic MS Office understanding. Basic accounting knowledge.</p>	19		14



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<p>PROJECT JOB COSTING 1 FULL DAY (9:00 - 16:00) R2 300 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This one day training session will provide an overview of how Project and Job Costing works and outlines how it integrates with other Sage modules. You will learn how to set up and maintain contracts, process transactions, perform periodic tasks such as billing and revenue recognition, and use analytical reports to determine the profitability of your projects. Ideal for project managers and cost accountants</p> <p>Course Outline : Contact us for more info</p> <p>Pre-requisites: A knowledge of the Sage 300 ERP Core Modules and an understanding of Project & Job costing and management</p>			22
<p>SAGE 300 GENERAL LEDGER CONSOLIDATION 1 FULL DAY (09:00 - 16:00) R2 300 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : During this course the user will learn how to utilise the Sage GL Consolidation Module and perform sophisticated group consolidations on General Ledger level including multi-currency, budgets and consolidation audit reports. The user will be shown how to prepare single and multi-level consolidation between companies with different year-ends, dissimilar account code structures and different currencies while maintaining a comprehensive audit trail.</p> <p>Target Group: Kick-starter training for beginners or adjusted for experienced users.</p> <p>Course Outline: Key Concepts in G/L Consolidations Consolidating Transactions Printing G/L Consolidation Reports</p> <p>Pre-requisites: Windows literate, working knowledge of Sage General Ledger Module and understanding of accounting consolidation concepts.</p>			6
<p>SAGE 300 INTERCOMPANY TRANSACTIONS 1 FULL DAY (9:00 - 16:00) R2 300 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : During this course the user will learn how to enter General Ledger and Accounts Payable transactions that affect more than one company by automatically distributing transactions across two or more companies. In addition, the user will be shown how to automatically generate inter-company loan account entries according to user-defined relationship tables called routes. Inter-company Transactions simplifies and significantly reduces the amount of work required for inter-company accounting.</p> <p>Target Group: Kick-starter training for beginners or adjusted for experienced users.</p> <p>Course Outline: Key Concepts in Intercompany Transactions Setting Up Intercompany Transactions Using ICT Accounts Payable Using ICT General Ledger Printing Intercompany Transaction Reports</p> <p>Pre-requisites: Windows literate, working knowledge of Sage General Ledger and Account Payable modules, and understanding of inter-company transactions and inter-company loan account concepts</p>			15
<p>SAGE ASSET MANAGEMENT (NORMING) 1 FULL DAY (9:00 - 16:00) R2 300 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : A complete overview of Norming Asset Management. Learn how to apply it as a complete asset management solution. Training will include processing of asset acquisitions, depreciation, disposal and adjustments. Ideal for Financial managers, Accountants, Asset Managers and Project staff.</p> <p>Course Outline: Overview Set-up Asset Accounting Master/Component Inquiry Periodic Processing Reports Other Module Reports</p> <p>Pre-requisites: Working knowledge of Sage 300 General Ledger and understanding of Asset Management</p>			20



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<p>CRYSTAL REPORTS 1 FULL DAY (9:00 - 16:00) R2 300 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : Crystal reports enable custom reports to be developed which are ideally suited to the business needs of your company. With Crystal you can access corporate knowledge and leverage business insight to make better-informed decisions. During this introductory session the user will learn how to create and modify reports, sort, select, group and summarise records and write basic queries. Ideal for Information professionals or business users wanting to become proficient in Crystal reporting. Course Outline: Report Design Record Selection Sorting, grouping & summarising Grouping options Presentation Quality Reports Linking Formula Basics Conditional Reporting Section Formatting Charting Report Distribution Pre-requisites: Working knowledge of windows conventions. Basic knowledge of database concepts such as tables, fields and records. Working knowledge of MS Office.</p>			21
<p>SAGE SERVICES INTRODUCTION (TECHNISOFT SERVICE MANAGER) 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R4 600 pp excl VAT Minimum 4 delegates for Classroom Option R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This two-day workshop is designed to equip delegates with the skills necessary to effectively understand the setup and configuration and to operate Service Manager. Because of a large number of possible configurations, each course will be designed according to the target group requirements. Modify reports, sort, select, group and summarise records and write basic queries. Ideal for Service Managers, Service Technicians & Accounting staff Course Content: Accessing Sage Services Functional Overview Accounting and Integration Use document programs to enter or view documents - Jobs, Sales, Quotations, Templates, Agreements, set up recurring billing schedules, post documents due for billing, view posted documents, and other document related activity. Add Purchase Requisitions and Purchase Orders to Jobs Use Management programs to manage jobs, time entries, notations and follow-ups and search custom fields Statistics & history tools Periodic Processing programs for processing data entered into Sage Services including Day-End Processing & Creating G/L Batch Optional add-on products Utility programs Reports Pre-requisites : Sage 300 ERP with core modules & Service manager installed.</p>	26/27		



Authorised
Training Centre



TRAINING BOOKING FORM: SAGE 300cloud Accounting

Company name _____ VAT Reg _____ Order Nr _____

Your name _____ Tel no _____ Mobile _____

Postal address _____ Email _____

Food Allergies/Dietary requirement of delegate attending _____

Course	Name of delegate (Title Name and Surname)	Date

B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION

PLEASE NOTE TRAINING IS A COD BUSINESS AND PAYMENT IS REQUIRED BEFORE THE COURSE DATE.

NO CANCELLATIONS CAN BE ACCEPTED, BUT SUBSTITUTES ARE WELCOME. APPLICO RESERVES THE RIGHT TO CHANGE THE TRAINING SCHEDULE AT ANY TIME

email to : info@awcape.co.za Tel : 0861111600

REFERRED BY: _____

Signed on behalf of the company: _____