
SAGE 300 / ACCPAC CERTIFICATE COURSE

COURSE DESCRIPTION: This course is a must for an accounting professional who wants to be competitive for employment opportunities. Formerly ACCPAC, SAGE 300 is a modular ERP accounting software that is use in med-size to large organizations. Learn to use SAGE 300 starting with General Ledger, Accounts Payable and Accounts Receivable.

ADMISSIONS REQUIREMENTS:

- Basic computer skills
- You must have accounting and bookkeeping knowledge

COURSE OBJECTIVES: Learn, hands-on to use SAGE 300 ERP accounting software to manage the business Accounts Payable and Receivable, record journal entries, create invoices, receive payments, enter bills, and write cheques.

- Delete and Modify accounts; Assign account numbers to each account (must be familiar with account numbering scheme)
- Setup Expense Accounts
- Setup Account Receivable including customer information
- Setup Accounts Payable including vendor information

ASSIGNMENT:

- Add Expense Accounts
- Add customer information
- Add vendor information

GENERAL LEDGER:

- General Ledger setup basic
- Review the chart of accounts
- Understanding Batch Entry process for the general journal
- Entering journal entries
- Periodic and Yearend processing
- General Ledger reports and inquiry

ASSIGNMENT:

- Review the General Ledger setup



ACCOUNTS RECEIVABLE:

- Accounts Receivable setup
- Bank and Tax Services setup
- Establishing Customers and Customer Groups
- Understanding Batch Entry process
- Entering invoices and recurring invoices, credit and debit notes
- Entering receipts, prepayments, and payments on account
- Adjusting customer balances
- Bank reconciliation and returning customer cheques

ASSIGNMENT:

- Review Accounts Receivable Setup

ACCOUNTS PAYABLE:

- Accounts Payable setup
- Bank and Tax Services setup
- Establishing Vendors and Vendor Groups
- Understanding the batch entry process
- Entering invoices and recurring invoices, credit and debit notes
- Entering payments, prepayments, and miscellaneous Cheques
- Printing Cheques and recording manual Cheques
- Adjusting vendor balances
- Accounts Payable reports and inquiry
- Bank reconciliation and reversing Cheques
- Tax tracking reporting

TEXTBOOK:

Using Sage 300, Chris Heaney,

Textbook must be purchased before the class starts. A FREE version of SAGE 300 is available to be downloaded.

Optional: A nominal fees may be charge to install and setup SAGE 300 on your computer.



COMPUTER SOFTWARE REQUIREMENTS:

Students must have a computer with one of the following operating systems: Windows 10 (preferable), Windows 8. The older software will not work with Windows XP or any system older than the ones noted.

DURATION:

36 hours (18 hours - Instructor in Classroom; 18 hours outside classroom).

View schedule at [SAGE 300](#)

CONTACT INFORMATION:

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Registration: download registration form at:
www.bttcollege.com/registration.pdf