



SAGE300 (ACCPAC) COURSE

This course is designed for new and/or novice users who want to learn how to use SAGE 300 (Former 'ACCPAC') accounting software. Students will learn to set up the General Ledger of SAGE 300 accounting system that meets the specific needs of their organization, establish a multi-segmented chart of accounts, and record journal entry transactions.

SAGE300 Accounts Payable and Accounts Receivable will allow users to track cash outflows to vendors and manage cash requirements to meet payment obligations, providing users with a thorough understanding of Accounts Payable. Set up module for your specific needs; Define vendors and vendor groups; Record invoice and payment transactions.

Users will also gain an understanding of transaction flow in SAGE 300 ERP and will learn how to perform bank reconciliations and tax reporting.

COURSE OUTLINE

General Ledger

- System Manager
- G/L Set Up
- Chart of Accounts
- Opening Balances
- Budget Sets
- Daily Transactions
- Displaying Account Transactions
- Periodic Processing



Accounts Payable

- G/L Subledger Services, Bank Services, and Tax Services
- Accounts Payable Setup
- Vendor Maintenance
- Opening Balances and Current Year Transactions
- Adjustments
- Payment Entry
- Accounts Payable: Periodic Processing

Accounts Receivable

- Accounts Receivable Setup
- Customer Maintenance
- Opening Balances and Current Year Transactions
- Adjustment Processing
- Receipt Processing
- Periodic Batch Processing
- Periodic Processing

Year-End Procedure