

COURSE OUTLINE

Sage 300 ERP Financial Report Writer



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Course Outline

This course covers the reporting capabilities of the Financial Reporter and explains how to produce financial statements from the data stored in the general ledger. The Financial Reporter is a powerful reporting tool that uses Microsoft Excel to manipulate, format, graph, and print general ledger data. The Financial Reporter adds Sage Accpac-specific functions and commands to Excel which allows it to read General Ledger data. Once the data is in a worksheet, the Financial Reporter uses Excel's Formatting and printing capabilities to produce the statement.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

Course pre-requisites

Working knowledge of Sage 300 ERP General Ledger. Basic knowledge of Excel.

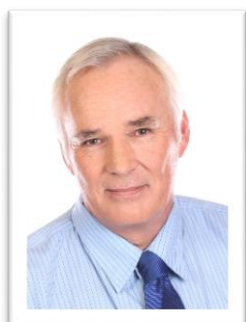
Documentation

The following documentation is included with the course

- Sage 300 ERP user guide
- Certificate of attendance

The Facilitator

Werner Muller



Werner Muller has been active in Sage 300 ERP for twelve years and in this time has obtained a lot of practical and theoretical experience - with 30 years of accounting experience.

He comes from a corporate and training environment where he was a junior lecturer for statistics and applied maths. He completed his articles at Theron van der Poel and attended the University of Pretoria where he studied B-Com Auditing. He is dedicated to training since it is his passion to deliver effective meaningful skills and to uplift all the students coming through our AccTech Systems training centre.

Topics Covered

- Financial Reporter Features
 - Report data
 - Data selection criteria
 - Consolidating accounts
- Financial Reporter menu commands

- Financial reporter functions
- How to produce financial statements
- Editing and creating financial reports
- Using formulas to retrieve GL data
- Using Financial Reporter to insert formulas
- Writing report specifications
- Layout of a report specification
- Controlling overall financial statement formats
- Specifying GL Information in columns
- Specifying accounts and totals in statement lines
- Specifying selection criteria
- Consolidating account ranges
- Handling rounding on reports

Venue Details

We have training facilities in Centurion.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

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

