

COURSE OUTLINE

Sage 300 ERP System Navigation



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AccTech International: Washington D.C.

Course Outline

If you would like to get up-to-date on all the latest features as well as best practice System Navigation use in Sage 300 ERP, then this course is for you. All our courses are highly interactive and are designed to enable attendees to immediately apply the skills imparted in the workplace.

Course duration

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

Course pre-requisites

Previous knowledge of working on Sage 300 ERP.

Documentation

The following documentation is included with the course

- Course Notes
- Certificate of attendance

After attending you will be able to:

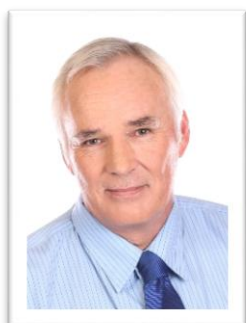
By the end of this course, you will have a host of exciting new tools to work with that will make your job easier.

Who should attend?

Any Sage 300 ERP user who has a desire to work quicker and smarter using Sage 300 ERP.

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

- How to find help
- How to sign-on to your Sage 300 ERP desktop
- Changing passwords
- Main screen
- Shortcut
- Displaying data
- Using the calculator
- Entering dates using the drop-down calendar

- Change print destinations
- Save report settings
- Print to preview
- Print to printer
- Email
- Finder key
- Customising your screens
- Customising your columns
- Procedure for processing in next period
- Maintenance of periods
- Changing companies

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.

