

COURSE OUTLINE

Sage 300 ERP Intelligence: Basic – Advanced Report Writing



PO Box 25334
Monument Park
0105
South Africa

1001 Clifton Avenue
Lyttelton Manor
Centurion
South Africa

Tel: 0861-11-1680
Intl. Tel: +27 (0)12-640-2600
Fax: 0866-838-922
e-mail: sales@acctech.biz
Web: www.acctech.biz

AccTech Alliance Members South Africa: Pretoria | Bloemfontein | Cape Town | Johannesburg | Polokwane

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Course Outline

This Sage 300 ERP Intelligence Basic - Advanced Report Writing course is designed to introduce you to Sage 300 ERP Intelligence Report Manager Module. Highlights include an overview of the modules, an overview of the structure of reports and workbooks, how to run the standard shipped reports, how to make minor formatting changes to the reports and save them for subsequent runs of the report, as well as various advanced reporting functions.

With your instructor's assistance and your efforts, you will become familiar with this Sage 300 ERP Intelligence Report Manager through "hands on" classroom training.

Course duration

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

Course pre-requisites

- Report Manager Module
- An intermediate understanding of Microsoft Excel® and Microsoft Windows is required.

Documentation

The following documentation is included with the course

- User guide
- User competency assessment
- Certificate of attendance

After attending you will be able to:

- Produce financial statements from data stored in the General Ledger
- Use MS Excel to manipulate, format, graph and print General Ledger data
- Use Excel to format and print statements

Who should attend?

The Sage 300 ERP Intelligence Basic and Advanced Report Writing course is aimed at a basic report writer, wanting to deepen their knowledge of the Sage 300 ERP Intelligence Report Manager Module, from creating new reports to utilizing advanced report properties. This course enables you to create and customize data more effectively and efficiently to provide intelligence about your business' activities.



Topics Covered

Basic Report Writing (Level 1)

- Sage 300 ERP Intelligence Overview & Installation
- Running a Report
- Layout of the Report Manager module and types of Intelligence reports
- Exporting and Importing Reports
- Making use of the Add Accounts function
- Setting Access Permission
- Overview of the Financial Report Designer

Advanced Report Writing (Level 2)

- The structure of BI Reports and Workbook
- Defining and Creating a Dashboard
- Using Aggregate filters
- Defining and Creating Union Reports
- Report Manager Add-Ins
- Scheduling a Report
- Defining and Utilizing Advanced Report Properties

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

