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## SAGE 300 / ACCPAC CERTIFICATION COURSE

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### **Program Details:**

Type: Certificate

Duration: 18 hours

Schedule: Flexible

### **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 used in med-size to large organizations. Learn to use SAGE 300 starting with General Ledger, Accounts Payable and Accounts Receivable.

### **COURSE OUTLINE:**

#### **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

#### **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

#### **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

#### **PREREQUISITES:**

- Basic computer skills
- Accounting and bookkeeping knowledge is required
- Financial Accounting is highly recommended