

# Stone Forest IT

TRAINING COURSES	TIME	2019					
		JUL	AUG	SEP	OCT	NOV	DEC
SAGE 300 GENERAL LEDGER	9am - 6pm	-	14 Aug Wed	-	-	-	-
SAGE 300 ACCOUNTS RECEIVABLE		-	16 Aug Fri	-	-	-	-
SAGE 300 ACCOUNTS PAYABLE		-	19 Aug Mon	-	-	-	-
SAGE 300 OPERATIONAL MODULES OVERVIEW		-	-	11 Sep Wed	-	-	-
SAGE 300 BASIC FINANCIAL REPORTING		15 Jul Mon	-	16 Sep Mon	-	-	-
NORMING ASSET MANAGEMENT		-	-	13 Sep Fri	-	-	-
MICROSOFT EXCEL FOR EXECUTIVES		17 Jul Wed	-	18 Sep Wed	-	-	-

## Training Venue

Address:

**8 Wilkie Road**

**Level 7, Wilkie Edge, Singapore 228095**

Getting here:

Google Map – <http://goo.gl/VeHBNx>

Entrance to the carpark – along Wilkie Rd

Parking fee – \$1.50 per half hour (until 6pm)

MRT Stations – Little India / Dhoby Ghaut / Rochor

Access by Lift **Lobby 2** (Opposite Starbucks Café)



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## Course Details

### **Sage 300 General Ledger**

This course encompasses use of the Sage 300 General Ledger module, including:

- a) Developing budgets
- b) Overview of journal entry process
- c) Creating journal entries, reversing entries, adjustment entries, recurring entries & internal billing entries
- d) Printing GL reports

### **Sage 300 Accounts Receivable**

This course encompasses use of the Sage 300 Accounts Receivable module, including:

- a) Overview of AR process in Sage 300 & its integration with other related financial modules
- b) Creating a new customer
- c) Creating a tax invoice & Credit/Debit notes
- d) Effecting recurring billings
- e) Creating miscellaneous invoice without creating customer
- f) Matching receipts against AR invoice & writing off AR bad debts
- g) Understanding the types of credit control within AR
- h) Generating AR Ageing Report, GST report, AR Reminder Letters
- i) Introducing AR management best practices
- j) Case studies

### **Sage 300 Basic Financial Reporting**

Introducing the use of the embedded Financial Reporting Tool in Sage 300 GL module. This training will empower GL users to combine the advanced features of MS Excel functions with GL to facilitate preparation of management reports.

### **Norming Asset Management**

This course encompasses use of the Norming Asset Management module, which is a powerful and complete asset management solution with Sage 300, including:

- a) Overview of asset accounting process in Norming Asset Management & its integration with other related modules in Sage 300
- b) Overview of asset accounting process transaction including acquisition, depreciation, adjustment and disposal
- c) Creating asset merge/split transaction
- d) Printing Asset Accounting reports

### **Sage 300 Accounts Payable**

This course encompasses use of the Sage 300 Accounts Payable module, including:

- a) Overview of AP process in Sage 300 & its integration with other related financial modules
- b) Creating a new vendor
- c) Creating an AP invoice, Credit/Debit notes & Payment Voucher
- d) Effecting recurring payments
- e) Creating miscellaneous AP invoice without creating vendor
- f) Preparing AP invoice in foreign currency
- g) Matching payments against AP invoice
- h) Understanding treatment of the vendor who may also be your customer
- i) Generating AP Ageing Report and GST report
- j) Introducing AP management best practices
- k) Case studies

### **Sage 300 Operational Modules Overview**

Overview of Sage 300 Order Entry, Inventory Control and Purchase Order modules. This course will introduce users to the basic functions of Operational modules (OE, IC, and PO) of Sage 300.

### **Microsoft Excel for Executives**

A one-day interactive session to equip you with more advanced tips to improve daily work processes through the use of MS Excel. Topics include:

- a) In-depth understanding of FUNCTIONS
- b) Creating formulae to LOOKUP values
- c) Creating reports with SUBTOTALS
- d) FILTERING of spreadsheet data using desired conditions
- e) VALIDATING spreadsheet data
- f) ANALYSING data with PIVOT TABLES