

# Stone Forest Academy

## Sage Authorised Training Centre

TRAINING COURSES	TIME	2018					
		JAN	FEB	MAR	APR	MAY	JUN
SAGE 300 ACCOUNTS RECEIVABLE	9am - 6pm	-	12 Feb Mon	-	11 Apr Wed	-	11 Jun Mon
SAGE 300 ACCOUNTS PAYABLE		-	13 Feb Tue	-	13 Apr Fri	-	13 Jun Wed
SAGE 300 GENERAL LEDGER		-	9 Feb Fri	-	9 Apr Mon	-	8 Jun Fri
SAGE 300 OPERATIONAL MODULES OVERVIEW		-	-	9 Mar Fri	-	-	-
SAGE 300 BASIC FINANCIAL REPORTING		15 Jan Mon	-	13 Mar Tue	-	11 May Fri	-
SAGE 300 INTELLIGENCE REPORTING		12 Jan Fri	-	-	20 Apr Fri	-	-
NORMING ASSET MANAGEMENT		-	-	12 Mar Mon	-	-	18 Jun Mon
MICROSOFT EXCEL 2016 FOR EXECUTIVES		16 Jan Tue	-	19 Mar Mon	-	18 May Fri	-
<b>WORKSHOPS</b>							
DATA ANALYTICS	9am - 12pm	17 Jan Wed	-	-	17 Apr Tue	-	-
EXPORTING/IMPORTING AND SECURITY & CONTROL		-	-	21 Mar Wed	-	-	-
GL BUDGETING AND SINGAPORE GST		-	-	-	-	15 May Tue	-

### 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)



### Course Details

#### **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 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 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.

#### **Sage 300 Intelligence Reporting**

Introducing use of the Sage Intelligence Reporting Tool in Sage 300. This course will introduce the basic functions of Report Manager in creating and editing the Sage Intelligence report. It extracts data from Sage 300 and delivers it in a Microsoft® Excel® format for analysis and interpretation of your business information.

#### **Microsoft Excel 2016 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

### Workshop Details

#### **Data Analytics**

Experience how modern data analytics tools allow you to visualise and translate your Sage 300 data into meaningful real-time information and multidimensional analysis reports. Real-life case studies will also be shared to show how organisations have transformed their business with data insights.

#### **GL Budgeting and Singapore GST**

Enhance your Sage 300 experience with user-friendly automation and leverage on customisable templates for smart budgeting and forecasting.

Discover how our add-on tool for Sage 300 — Singapore GST App Manager — enables a hassle-free, paperless experience of filing Singapore GST returns accurately and in constant compliance with local regulations.

#### **Exporting/Importing and Security & Control**

Learn tips on how to integrate and automate system processes to get a complete view of your business for intelligence reporting.

Discover how simple and cost-effective it is to implement Sage 300 with different role-based security. Limiting data access and user interface customisation are just some examples of how you can tailor your security options.

#### **Revaluation and Reconciliation**

Learn how to correctly set up and perform revaluation of transactions different from your functional currency at the current exchange rate.

Discover how simple it is to perform bank reconciliation in Sage 300 with 'matching' rules. Understand what the monthly reconciliation process entails and never have to worry about mismatching bank transactions.