

TRAINING COURSES	TIME	2017					
		JUL	AUG	SEP	OCT	NOV	DEC
SAGE 300 ACCOUNTS RECEIVABLE	9am - 6pm	-	16 Aug Wed	-	13 Oct Fri	-	13 Dec Wed
SAGE 300 ACCOUNTS PAYABLE		-	18 Aug Fri	-	16 Oct Mon	-	15 Dec Fri
SAGE 300 GENERAL LEDGER		-	14 Aug Mon	-	11 Oct Wed	-	11 Dec Mon
SAGE 300 OPERATIONAL MODULES OVERVIEW		-	-	14 Sep Thu	-	-	-
SAGE 300 BASIC FINANCIAL REPORTING		12 Jul Wed	-	15 Sep Fri	-	13 Nov Mon	-
SAGE 300 INTELLIGENCE REPORTING		10 Jul Mon	-	-	17 Oct Tue	-	-
NORMING ASSET MANAGEMENT		-	-	12 Sep Tue	-	-	-
MICROSOFT EXCEL 2016 FOR EXECUTIVES		14 Jul Fri	22 Aug Tue	18 Sep Mon	-	17 Nov Fri	-

Course Details

Sage 300 Accounts Receivable

This training encompasses the use of Sage 300 Accounts Receivables module, including:

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

Sage 300 General Ledger

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

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

Sage 300 Basic Financial Reporting

Introducing the use of 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.

Sage 300 Accounts Payable

This training encompasses the use of Sage 300 Accounts Payables module, including:

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

Sage 300 Operational Modules Overview

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

Sage 300 Intelligence Reporting

Introducing the use of Sage Intelligence Reporting Tool in Sage 300. This training 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.

Stone Forest Academy

Sage Authorised Training Centre

Course Details

Norming Asset Management

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

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

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:

- In-depth understanding of FUNCTIONS
- Creating formulae to LOOKUP values
- Creating reports with SUBTOTALS
- FILTERING of spreadsheet data using desired conditions
- VALIDATING spreadsheet data
- ANALYSING data with PIVOT TABLES

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)

