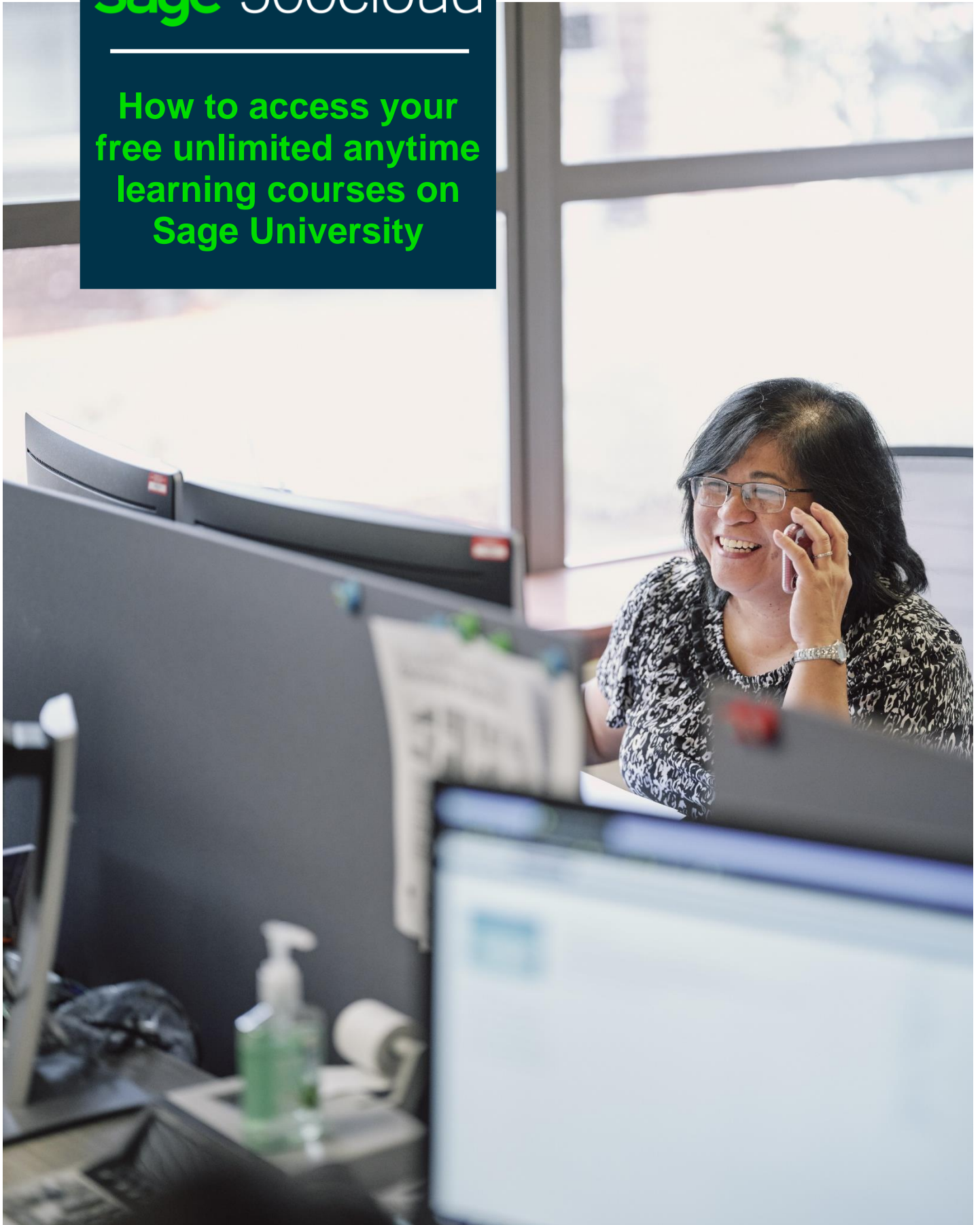


sage 300cloud

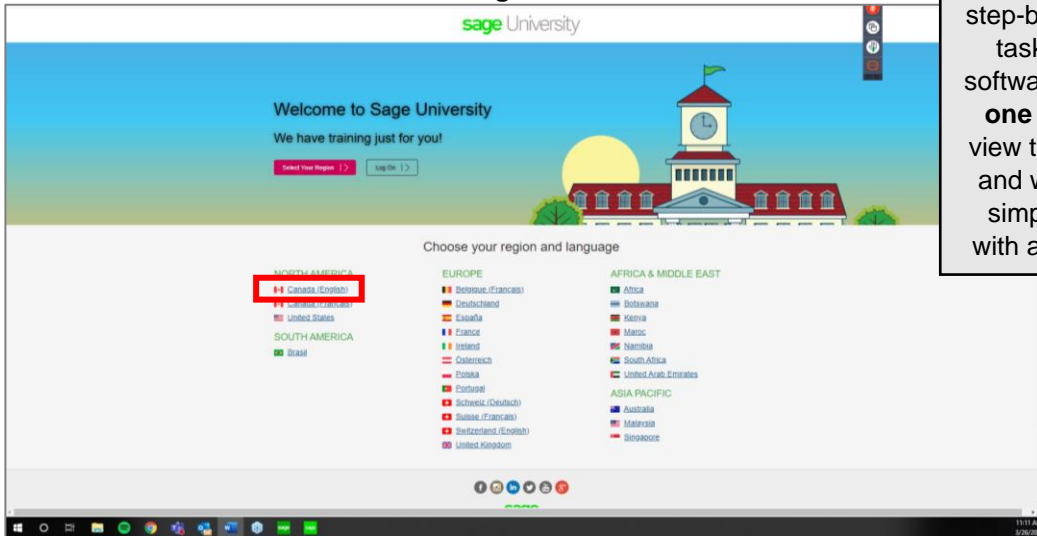
**How to access your
free unlimited anytime
learning courses on
Sage University**

sage University



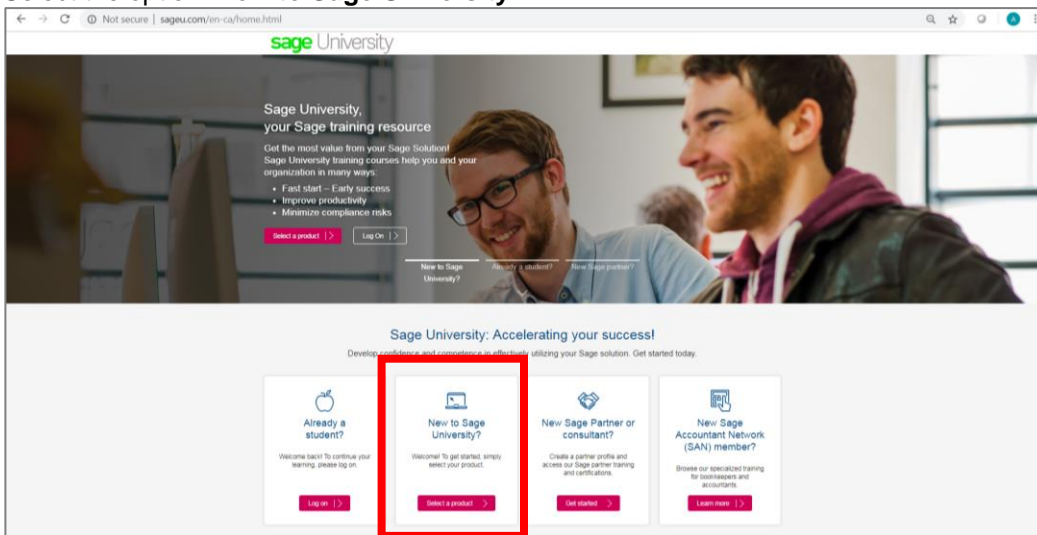
Instructions on how to load the free anytime learning package to your Sage University profile

1. Go to: www.sageu.com
2. Click on Canada and select **Canada – English** or **United States**

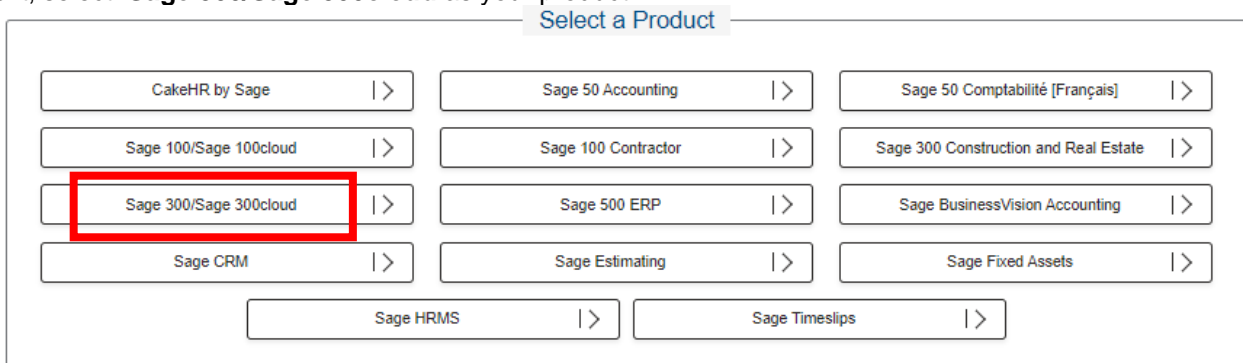


Anytime learning course include lessons that are “bite-size”, instructor-narrated videos showing step-by-step how to perform tasks in your Sage 300 software. **Available 24/7 for one full year** so you can view these lessons as often and whenever you need – simply using a computer with an Internet connection

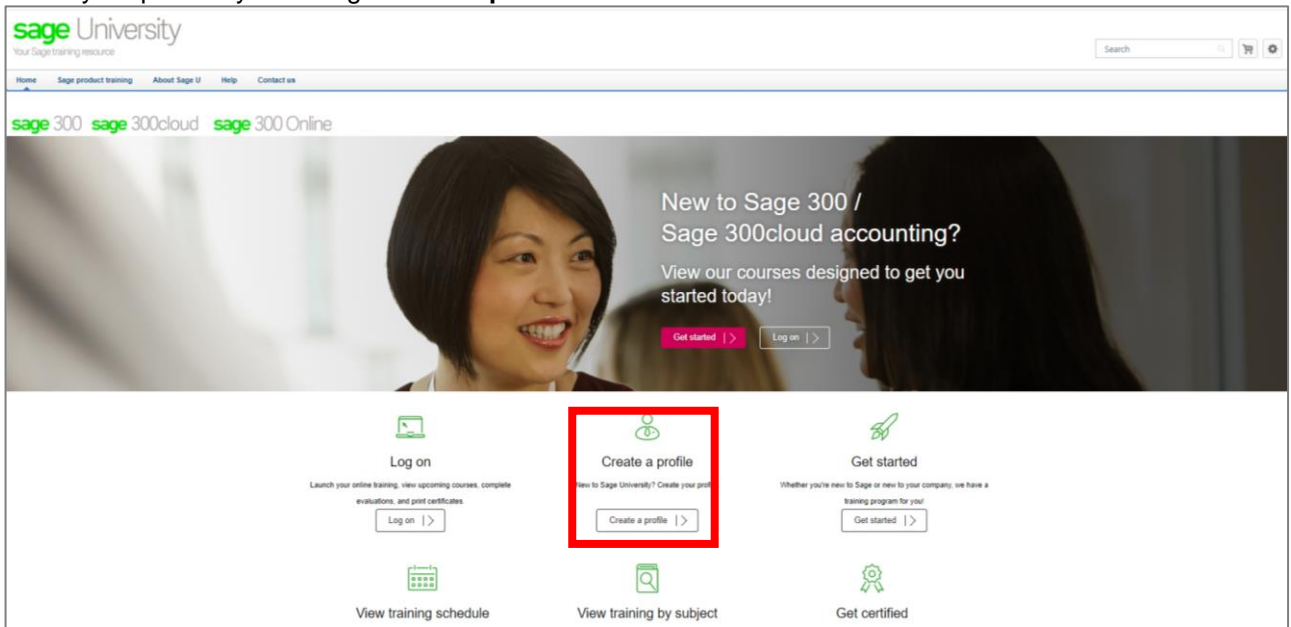
3. Select the option: **New to Sage University?**



4. Next, select: **Sage 300/Sage 300cloud** as your product.



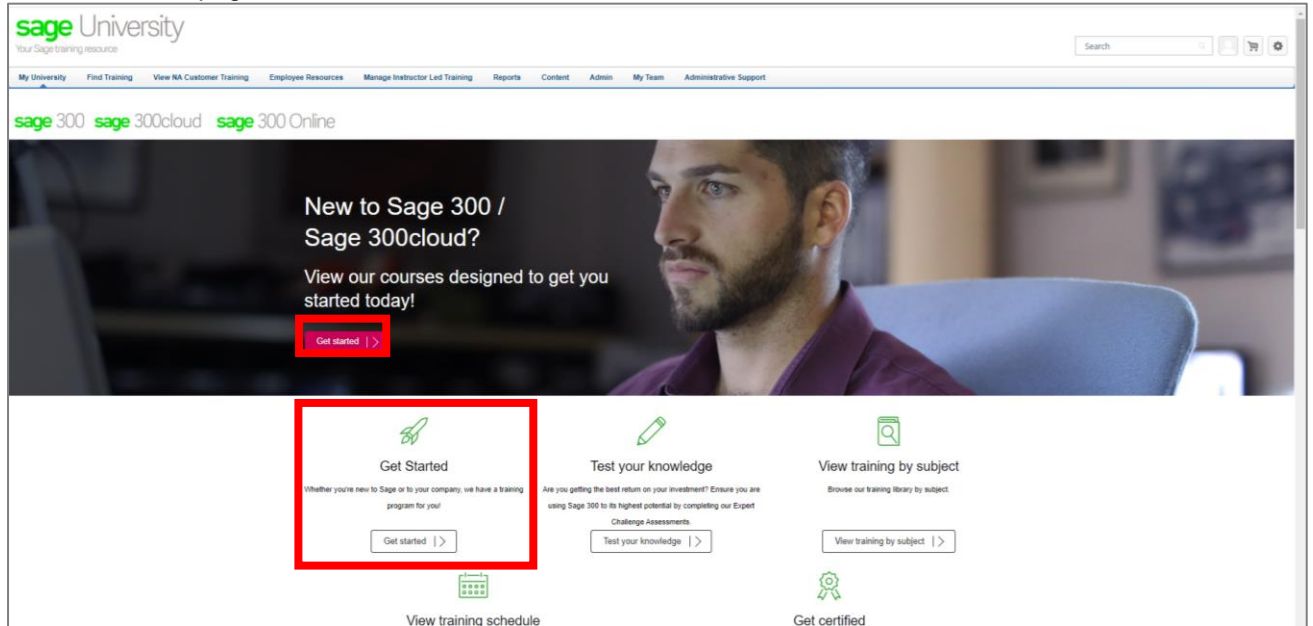
5. Create your profile by selecting: **Create a profile**



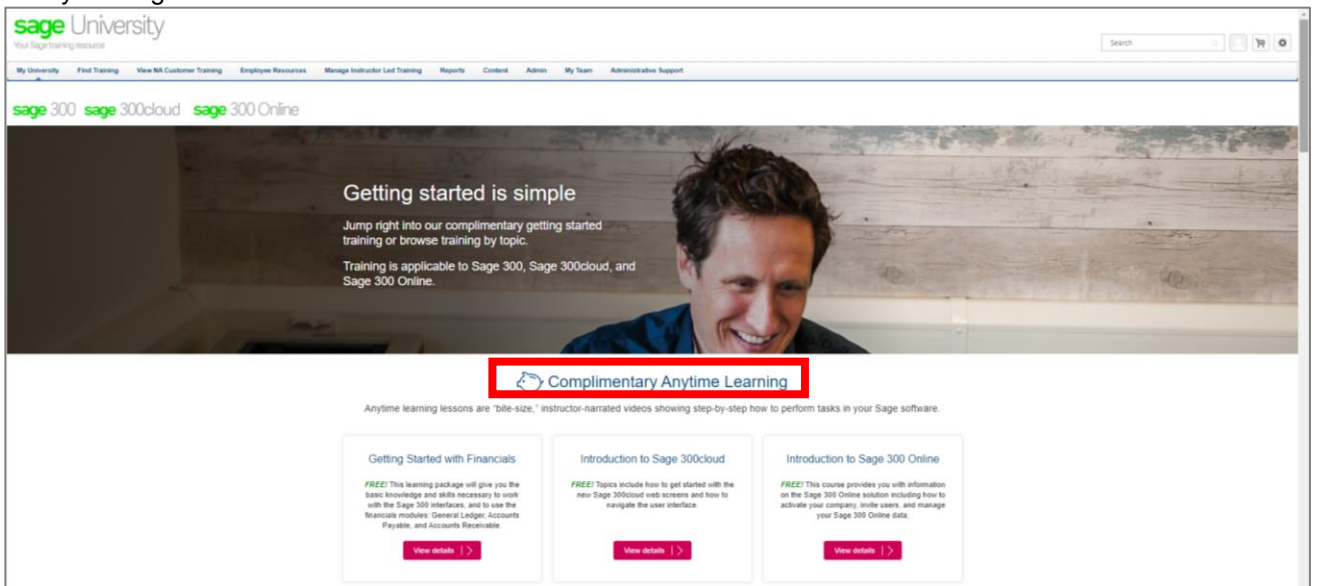
6. **IMPORTANT:** Please ensure you enter your Sage Account Number in order for the system to unlock discounts.

The screenshot shows the Sage University registration form. At the top, there's a 'Log In' button for existing users. Below this, there's a section for 'New to Sage University' with a 'Log In' button and a link to 'Terms and Conditions'. The form includes several required fields: First Name, Last Name, Email Address, Primary Product Line (set to Sage 300), Sage Account (highlighted with a red box), Phone Number, Company Name, Street 1, Street 2, City, State/Province (a dropdown menu), Zip/Postal Code, and Country. There are also password fields for 'New password' and 'Confirm password'. At the bottom, there are links for 'Already a user? Login here' and 'Return to Browsing? Click here', and 'Cancel' and 'Log In' buttons.

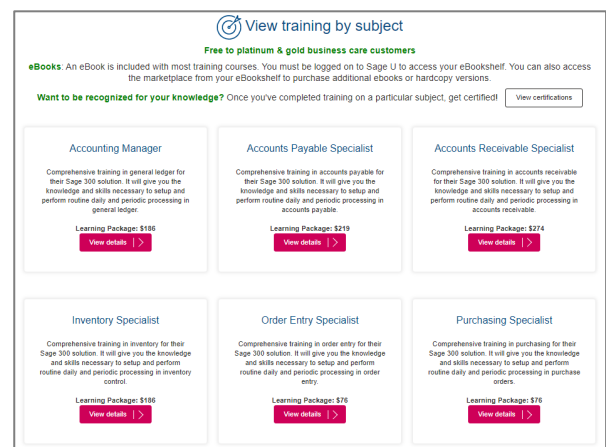
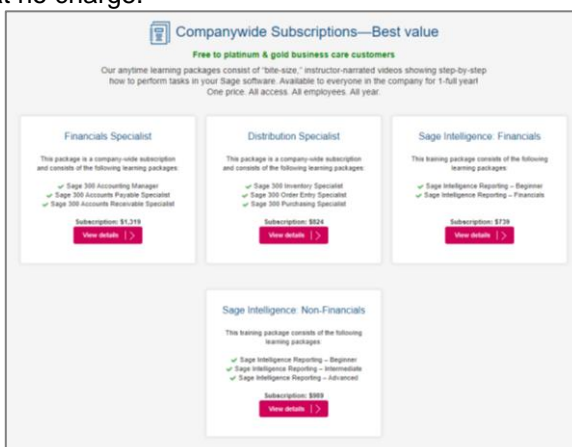
7. On the welcome page, select **Get Started**.




8. On the getting started page, there is a section for complimentary anytime learning. These courses are available to anyone regardless of their business care status.



9. Scroll down the page to the **Companywide Subscriptions – Best value** and **View training by Subject** sections. These anytime learning courses are available to you as a Gold or Platinum Business Care customer at no charge.



10. For this guide, select the **View details** button for the **Accounts Payable Specialist** course under the **View training by subject** section:

 View training by subject

Free to platinum & gold business care customers

eBooks: An eBook is included with most training courses. You must be logged on to Sage U to access your eBookshelf. You can also access the marketplace from your eBookshelf to purchase additional ebooks or hardcopy versions.

Want to be recognized for your knowledge? Once you've completed training on a particular subject, get certified! [View certifications](#)

Accounting Manager

Comprehensive training in general ledger for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in general ledger.

Learning Package: \$186

[View details](#)

Accounts Payable Specialist

Comprehensive training in accounts payable for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in accounts payable.

Learning Package: \$219

[View details](#)

Accounts Receivable Specialist

Comprehensive training in accounts receivable for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in accounts receivable.

Learning Package: \$274

[View details](#)

Inventory Specialist

Comprehensive training in inventory for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in inventory control.

Learning Package: \$186

[View details](#)

Order Entry Specialist

Comprehensive training in order entry for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in order entry.

Learning Package: \$76

[View details](#)

Purchasing Specialist

Comprehensive training in purchasing for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in purchase orders.

Learning Package: \$76

[View details](#)

11. Select **Open Curriculum** to load the anytime learning package to your transcript.

LEARNING PACKAGE

300E - Sage 300 - Accounts Payable Specialist

Last Updated 10/19/2020

Details

This Anytime Learning Package is designed for customers who are looking for comprehensive training in accounts payable for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in accounts payable.

The skills you will learn in the Accounts Payable learning package include:

- Establishing appropriate setup options in Accounts Payable
- Creating and maintaining vendors
- Entering invoices and making payments
- Entering credit notes, debit notes, and adjustments
- Running reports and inquiries
- Processing periodic functions

Topics covered in this learning package are applicable to Sage 300 2019 and higher.

But don't stop once you have learned the skills through this learning package. If you are seeking a way to stand out in the crowd from your colleagues, this learning package will give you the information you need to become a Certified Accounts Payable Specialist for Sage 300 when you pass the Sage 300 Accounts Payable Specialist Assessment.

This learning package consists of 70 videos which will take approximately 2 hours to complete.

LEARNING PACKAGE

300E - Sage 300 - Accounts Payable Specialist

C\$219.00 (\$219.00)

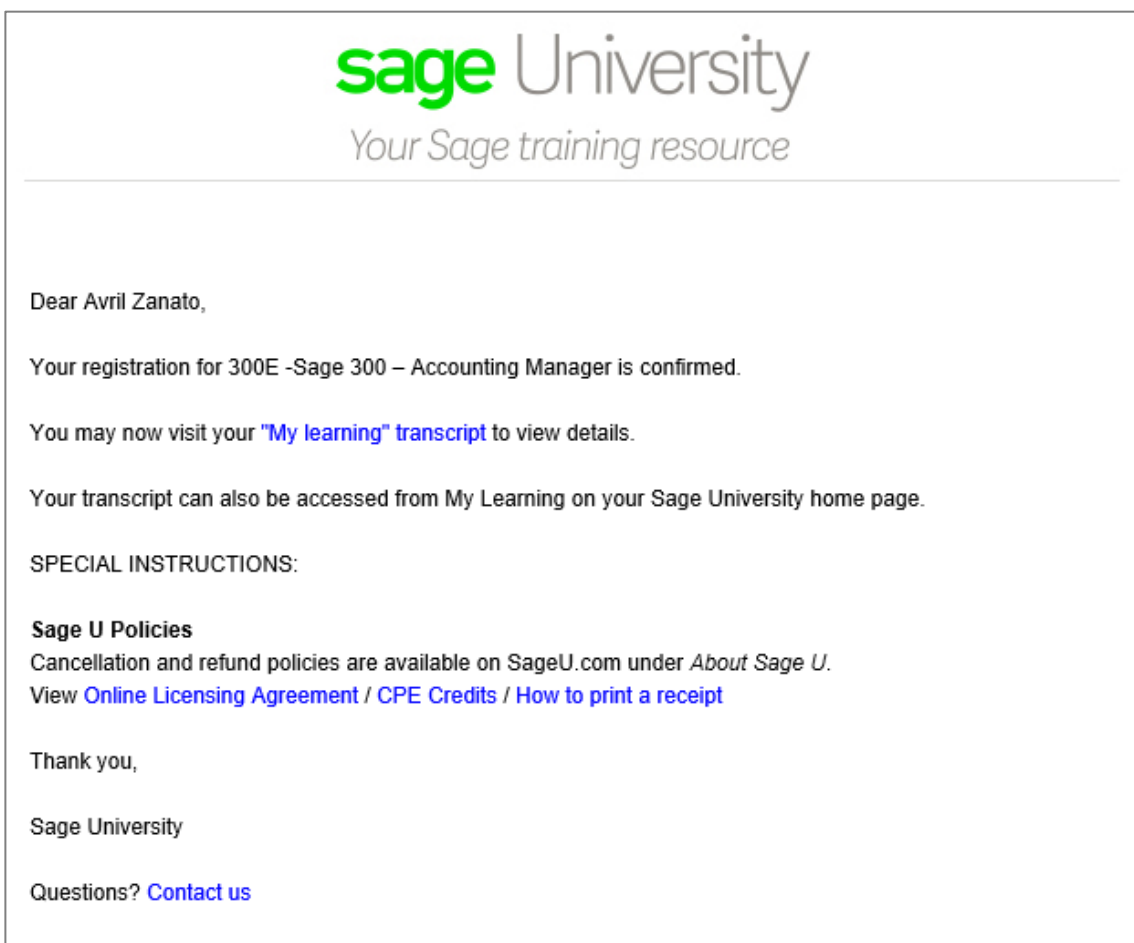
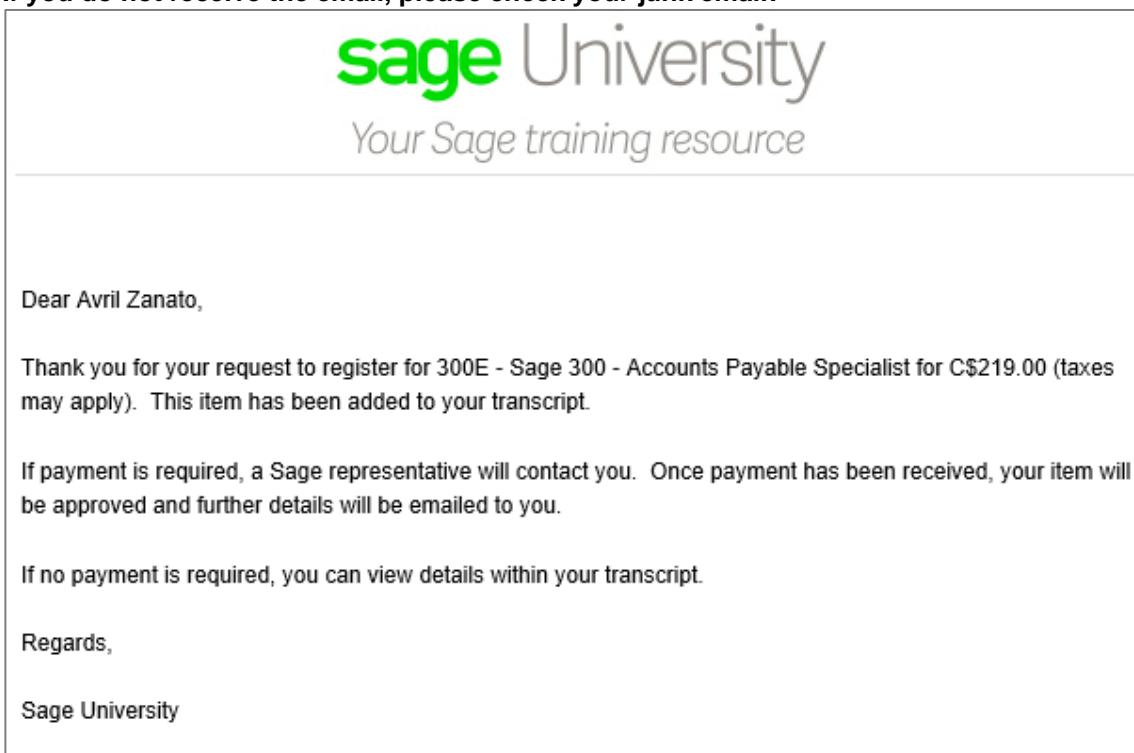
[Open Curriculum](#)

or

[Assign](#)

12. You will receive 2 confirmation emails from Sage University that the training has been loaded to your transcript.

If you do not receive the email, please check your junk email:



13. Select **"my learning transcript"** from either the Sage University email or via Sage University

14. To run the training select: **Open Curriculum**

Active ▾

By Date Added ▾

All Types ▾

Search for training Q

Search Results (143)



300E - Sage 300 - Accounts Payable Specialist (Expires 10/19/2021)
Due: No Due Date Status: In Progress

Open Curriculum ▾

15. Select **“View Details”**

0%

CURRICULUM PROGRESS

300E - Sage 300 - Accounts Payable Specialist

☐ MAINTAINING ACCOUNTS PAYABLE

☐ TAX SERVICES

☐ BANK SERVICES

☐ VENDORS

☐ MULTIPLE CONTACTS

☐ INVOICES

☐ CREDIT NOTES AND DEBIT NOTES

☐ ADJUSTMENTS

☐ PAYMENTS

☐ ACCOUNTS PAYABLE REPORTS

☐ PERIODIC PROCESSING

☐ 1099 AND CPRS

☐ RESOURCES

Avril Zanato Transcript: Avril Zanato 300E - Sage 300 - Accounts Payable Specialist

300E - Sage 300 - Accounts Payable Specialist Options ▾

This Anytime Learning Package is designed for customers who are looking for comprehensive training in accounts payable for their Sage 300 solution. It will give you the knowledge and skills necessary to setup and perform routine daily and periodic processing in accounts payable.

The skills you will learn in the Accounts Payable learning package include:

- Establishing appropriate setup options in Accounts Payable
- Creating and maintaining vendors
- Entering invoices and making payments
- Entering credit notes, debit notes, and adjustments
- Running reports and inquiries
- Processing periodic functions

Topics covered in this learning package are applicable to Sage 300 2019 and higher.

But don't stop once you have learned the skills through this learning package. If you are seeking a way to stand out in the crowd from your colleagues, this learning package will give you the information you need to become a Certified Accounts Payable Specialist for Sage 300 when you pass the Sage 300 Accounts Payable Specialist Assessment.

This learning package consists of 70 videos which will take approximately 2 hours to complete.

0% **Maintaining Accounts Payable** Completed: 0 Min Required: 9 Total Items: 9

View Details

0% **Tax Services** Completed: 0 Min Required: 9 Total Items: 9

View Details

0% **Bank Services** Completed: 0 Min Required: 14 Total Items: 14

View Details

0% **Vendors** Completed: 0 Min Required: 4 Total Items: 4

View Details

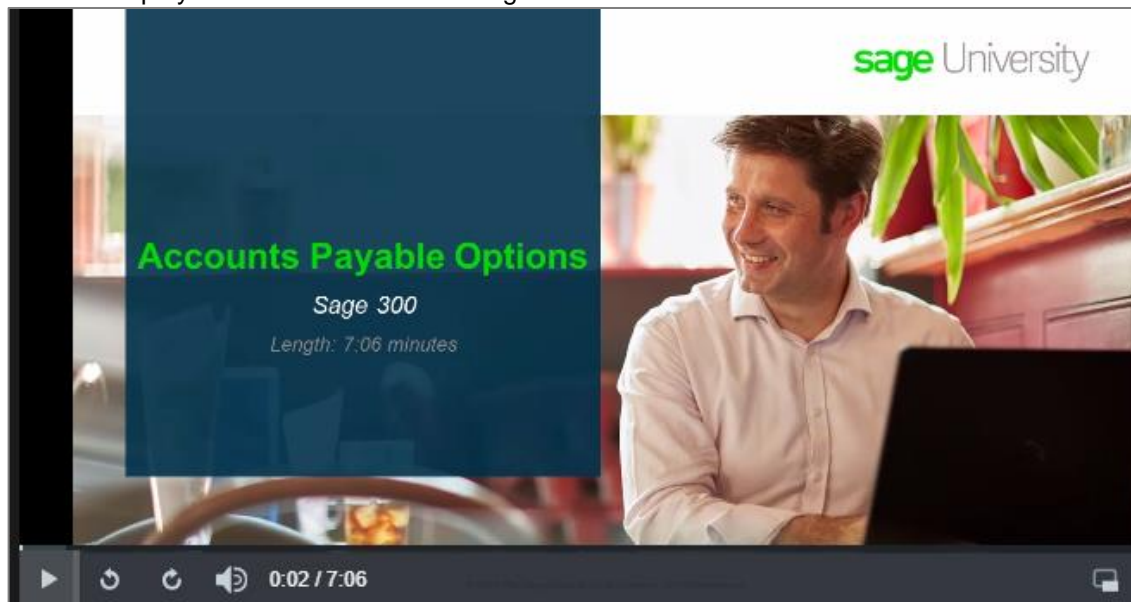
0% **Multiple Contacts** Completed: 0 Min Required: 1 Total Items: 1

View Details

16. Then select “Launch” to start to watch the training videos:




The screenshot shows the Sage University training interface. On the left is a sidebar with a 'CURRICULUM PROGRESS' section showing '0%' completion. Below this is a list of topics: '300E - Sage 300 - Accounts Payable Specialist' (selected), 'MAINTAINING ACCOUNTS PAYABLE', 'TAX SERVICES', 'BANK SERVICES', 'VENDORS', 'MULTIPLE CONTACTS', 'INVOICES', 'CREDIT NOTES AND DEBIT NOTES', 'ADJUSTMENTS', 'PAYMENTS', 'ACCOUNTS PAYABLE REPORTS', 'PERIODIC PROCESSING', '1099 AND CPRS', and 'RESOURCES'. The main content area is titled '300E - Sage 300 - Accounts Payable Specialist' and shows a list of training videos under the heading 'Maintaining Accounts Payable'. The first video, '300ET - Sage 300 - Accounts Payable Options', is highlighted with a red box around its 'Launch' button. Other videos include '300ET - Sage 300 - AP Account Sets', '300ET - Sage 300 - AP Payment Terms', '300ET - Sage 300 - Payment Codes in AP', '300ET - Sage 300 - E-mail Message Templates in AP', '300ET - Sage 300 - Distribution Codes in AP', '300ET - Sage 300 - Distribution Sets in AP', and '300ET - Sage 300 - 1099 / CPRS Codes'. Each video entry includes a status of 'Registered', a due date of 'No Due Date', and training hours.

17. Select the play button to watch the training video:



Repeat the above steps of any of the other anytime learning courses you would like to watch.

Other business care training benefits:

Sage Business Care Platinum	Sage Business Care Gold	Sage Business Care Silver
		
100% Discount: Anytime Learning	100% Discount: Anytime Learning	10% Discount: Anytime Learning
30% Discount: Realtime Learning	20% Discount: Realtime Learning	

Want to upgrade your business care plan? Visit <https://www.sage.com/en-us/products/sage-business-care/>

For more information please visit www.sageu.com or email sageuniversity@sage.com or call **1-855-SageUni (1-855-724-3864)** today.



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