

sage 300cloud

Training Catalogue

Training is applicable to Sage 300, Sage 300cloud and Sage 300 Online



2022
Course Curriculum

Sage is committed to your success. Whether you are a professional, have experience with Sage products, or are just starting out, our training options will help you contribute to your company's overall success. All Sage training can be found on Sage University www.sageu.com/Sage300

Training methods includes:



Learning packages

Instructor-narrated step-by-step videos bundled together into 1 package. These packages are either single-user or company-wide subscription and valid for 12-months.



Self-study training guides

Choose between an eBook (12-month subscription) or get a hard copy shipped to you directly (shipping fees at own cost).

Sage Business Care plan training benefits:

Platinum plan		Gold plan		Silver plan
100% discount on: Anytime learning videos	20% discount on: Live online training	100% discount on: Anytime learning videos	20% discount on: Live online training	10% discount on: Anytime learning videos

Complimentary anytime videos:

Getting Started with Financials

This learning package will give you the basic knowledge and skills necessary to work with the Sage 300 interfaces, and to use the financials modules: General Ledger, Accounts Payable, and Accounts Receivable.

Topics: +52
Duration: +3hr
FREE



Introduction to Sage 300cloud

Topics include how to get started with the new Sage 300cloud web screens and how to navigate the user interface.

Topics: +3
Duration: +15mins
FREE



Introduction to Sage 300 Online

This course provides you with information on the Sage 300 Online solution including how to activate your company, invite users, and manage your Sage 300 Online data.

Topics: +2
Duration: +13mins
FREE



Sage 300 Navigation Basics

This anytime learning package provides you with the information you need to understand how to log on to and navigate in the Sage 300 Classic Desktop screens, and the Sage 300 Web screens.

Topics: +13
Duration: +1hrs
FREE



Sage 300 User Interfaces Explained

Learn the difference between the Sage 300 desktop and web interfaces and how to navigate through them.

Topics: +1
Duration: +10mins
FREE



New product releases and updates

Did you know? Each version release we create a what's new video so that you can learn more about the new.

Topics: +10
Duration: +10mins
FREE



Year-End

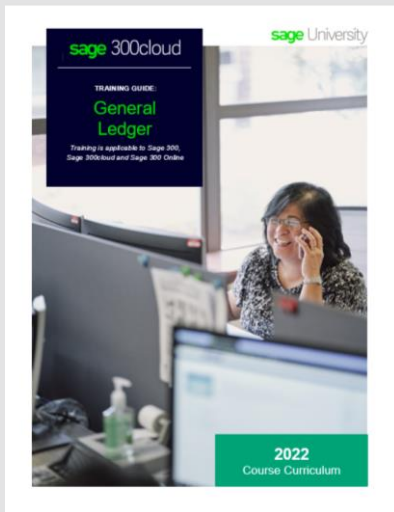
Learn about closing periods and the year, creating a backup, which reports to print, and how to print and e-file required government reports such as T4 Tax Forms, and W-2 Tax Forms.

Topics: +8
Duration: +1hrs
FREE



Anytime learning lessons are "bite-size," instructor-narrated videos showing step-by-step how to perform tasks in your Sage software. Available for 1-full year!

Supplementary Training:



Accounting Manager

This course is designed for customers who are looking for 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.

Course Outline

- General Ledger
- General Journal Entries and General Ledger Batches
- Beginning Balances
- Inquiries, Reports and Financial Statements
- Periodic Processing

LEARNING PACKAGE:



Duration: +1hrs

\$186*

**Free to platinum & gold business care customers*

SELF-STUDY GUIDES:



Choose between an eBook or hardcopy

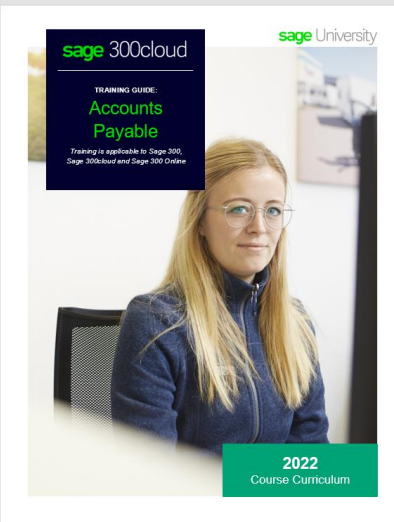
\$75

TAKE THE ASSESSMENT:



Set yourself apart and get certified

\$200



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.

Course Outline

- Maintaining Accounts Payable
- Tax Services
- Bank Services
- Vendors
- Invoices
- Credit Notes and Debit Notes
- Adjustments
- Payments
- Accounts Payable Reports
- Periodic Processing
- 1099 and CPRS

LEARNING PACKAGE:



Duration: +2hrs

\$219*

**Free to platinum & gold business care customers*

SELF-STUDY GUIDES:



Choose between an eBook or hardcopy

\$75

TAKE THE ASSESSMENT:



Set yourself apart and get certified

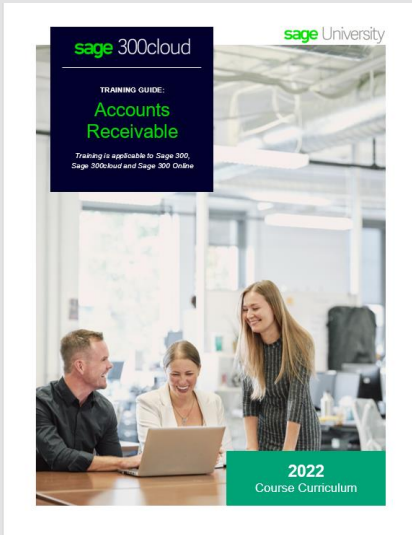
\$200

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.

Course Outline

- Maintaining Accounts Receivable
- Tax Services
- Bank Services
- Customers
- Invoicing
- Credit Notes and Debit Notes
- Adjustments
- Receipts
- Accounts Receivable Reports and Inquiry Windows
- Periodic Processing



LEARNING PACKAGE:



Duration: +3hrs
\$274*

*Free to platinum & gold business care customers

SELF-STUDY GUIDES:



Choose between an eBook or hardcopy
\$75

TAKE THE ASSESSMENT:



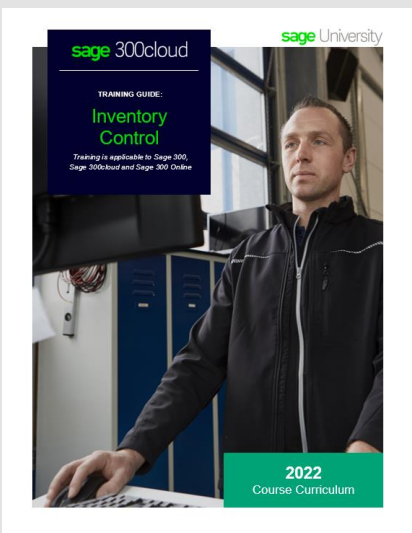
Set yourself apart and get certified
\$200

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.

Course Outline

- Setting Up Inventory
- Defining Items
- Defining Lot & Serial Number Items
- Defining Bill of Materials
- Defining Item Pricing
- Shipping Items
- Receiving, Transferring, and Assembling Items
- Reports, Inquiries, and Periodic Processing



LEARNING PACKAGE:



Duration: +3hrs
\$186*

*Free to platinum & gold business care customers

SELF-STUDY GUIDES:

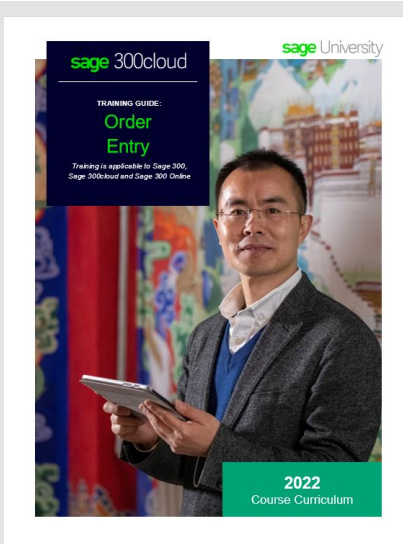


Choose between an eBook or hardcopy
\$75

TAKE THE ASSESSMENT:



Set yourself apart and get certified
\$200

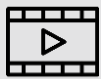


Order Entry Specialist

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.

Course Outline

- Setup and GL Integration
- Creating Quotes and Orders
- Shipping, Invoicing and Processing Returns
- Reports, Inquiries and Periodic Processing



LEARNING PACKAGE:

Duration: +2hrs

\$76*

** Free to platinum & gold business care customers*



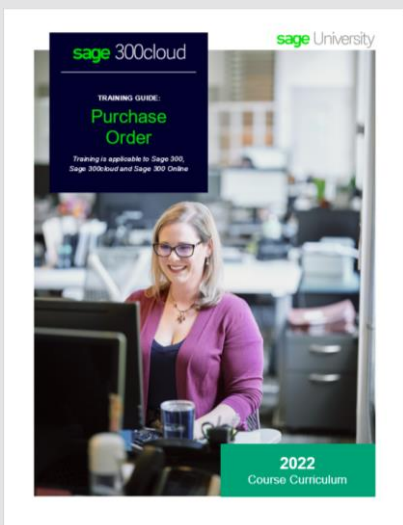
SELF-STUDY GUIDES:

Choose between an eBook or hardcopy
\$75



TAKE THE ASSESSMENT:

Set yourself apart and get certified
\$200



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.

Course Outline

- Setting Up Purchase Order
- Requisitions & Orders
- Receiving Items
- Invoicing & Returns
- Inquiries, Reports & Day End Processing



LEARNING PACKAGE:

Duration: +1hrs

\$76*

** Free to platinum & gold business care customers*



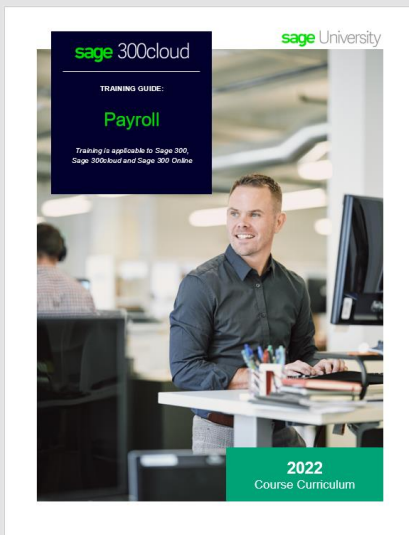
SELF-STUDY GUIDES:

Choose between an eBook or hardcopy
\$75



TAKE THE ASSESSMENT:

Set yourself apart and get certified
\$200



Payroll Specialist

Comprehensive training in Payroll for their Sage 300 solution. It will provide the knowledge and skills necessary to setup and process payroll transactions and work with government reports in Sage 300 Payroll.

Course Outline

- Setting Up Payroll
- Setting Up Payroll Security
- Setting Up and Maintaining Employee Information
- Processing Payroll Transactions
- Working with US Government Reports
- Working with Canadian Government Reports
- Sage 300 Direct Deposit Service

LEARNING PACKAGE:



Duration: +13hrs
\$679*

* *Free to platinum & gold business care customers*

SELF-STUDY GUIDES:

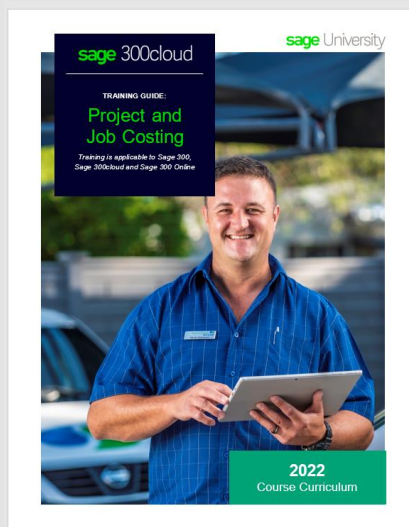


Choose between an eBook or hardcopy
\$75

TAKE THE ASSESSMENT:



Set yourself apart and get certified
\$200



Project and Job Costing Specialist

Comprehensive training in Project and Job Costing for the Sage 300 solution

Course Outline

- Set up the PJC module,
- Establish the codes necessary for contracts and transactions
- Define integration settings for PJC and other Sage 300 modules.

LEARNING PACKAGE:



Duration: +3hrs
\$219*

* *Free to platinum & gold business care customers*

SELF-STUDY GUIDES:



Choose between an eBook or hardcopy
\$75

System Administrator Specialist

Comprehensive training in security and system administration for the Sage 300 solution. It will give you the knowledge and skills necessary to perform essential system administrator functions.



Course Outline

- Explain how to set up security and maintain users
- Explain folder set up and management
- Create and maintain databases in SQL Server
- Set up sample or test environments
- Back up data
- Troubleshoot Sage 300
- Export and import data from Sage 300
- Install updates for Sage 300
- Activate new modules
- Customize Sage 300 UI screens

LEARNING PACKAGE:



Duration: +3hrs

\$186*

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TAKE THE ASSESSMENT:

Set yourself apart and get certified

\$200

Sage Intelligence Training:

Sage Intelligence: Beginner

This course will help you start using this powerful reporting tool and show you everything you need to get started on reporting with Sage Intelligence Reporting

Topics: +10

Duration: +1hr

\$59*



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Sage Intelligence: Intermediate

This course will lead you through basic report design with Sage Intelligence. In this course you will learn to create your own reports and new data containers

Topics: +7

Duration: +2hr

\$107*



**Free to platinum & gold business care customers*

Sage Intelligence: Advanced

This course goes beyond the basics of Sage Intelligence to help you define more sophisticated reports and to expand your knowledge of the Connector module. Additionally, dive into creating more complex reports and using more advanced functionality.

Topics: +10

Duration: +1hr

\$122*



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Best Value for Money Training Packages:

Financials Specialist

This package is a **company-wide subscription** and consists of the following learning packages:

- Sage 300 Accounting Manager
- Sage 300 Accounts Payable Specialist
- Sage 300 Accounts Receivable Specialist

Topics: +151
Duration: +7hrs
\$1 319*



**Free to platinum & gold business care customers*

Distribution Specialist

This package is a **company-wide subscription** and consists of the following learning packages:

- Sage 300 Inventory Specialist
- Sage 300 Order Entry Specialist
- Sage 300 Purchasing Specialist

Topics: +113
Duration: +5hrs
\$824*



**Free to platinum & gold business care customers*

Payroll Specialist

This package is a **company-wide subscription** which will provide the knowledge and skills necessary to set up and process payroll transactions and work with government reports in Sage 300 Payroll

Topics: +151
Duration: +7hrs
\$1 319*



**Free to platinum & gold business care customers*

Project and Job Costing Specialist

This package is a **company-wide subscription**. Comprehensive training in Project and Job Costing for the Sage 300 solution.

Topics: +113
Duration: +5hrs
\$824*



**Free to platinum & gold business care customers*

Sage Intelligence: Financials

This learning package trains and the give you the hands-on practice modifying and creating financial reports using the Sage Intelligence Report Designer. You will learn how to use both the Layout Generator and the Task Pane.

Topics: +10
Duration: +3hrs
\$153*



**Free to platinum & gold business care customers*

Sage Intelligence: Non-Financials

This Learning Package is designed for customers wanting the ability to modify and design their own Sage Intelligence reports.

Topics: +25
Duration: +5hrs
\$268*

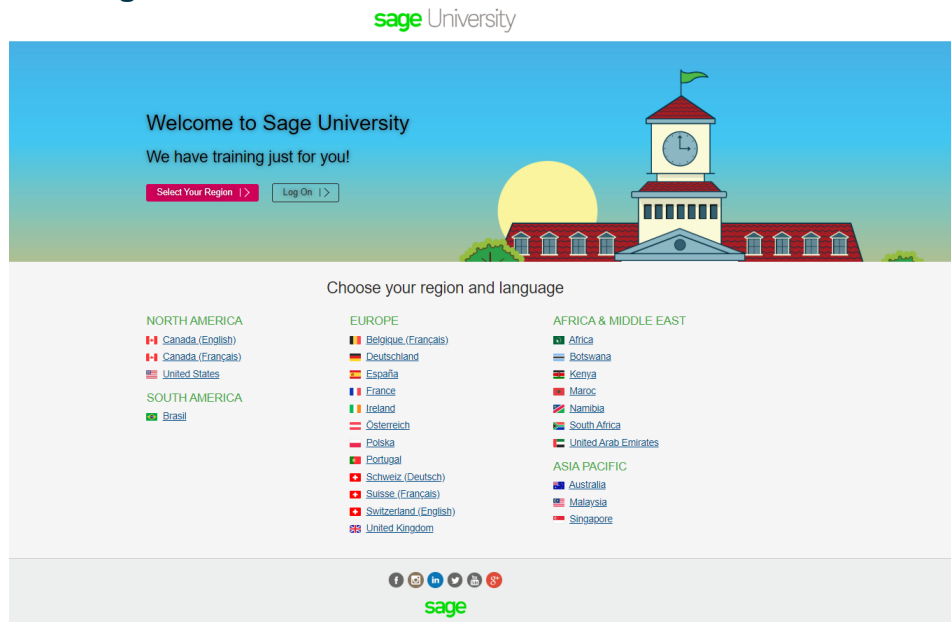


**Free to platinum & gold business care customers*

Sage University instructions:

Follow these step-by-step instructions to sign up online:

1. Visit **SageU.com**



2. Select your region
3. New to Sage U? Select your product and then Create your profile.
4. Complete the form. **Make sure you enter your account number as this will activate your discounts based on your Sage Business Care Plan.**
5. Put your password in a safe place.
6. Select Log on.
7. Select Get started to choose your required training
8. Once you select your course, log on anytime to view your Sage U account details, launch training sessions from your transcript, and print completion certificates.

For help navigating Sage U, call **855-724-3864** or email SageUniversity@Sage.com.

Price Disclaimer:

Prices and availability are subject to change without notice. While we strive for accuracy, mistakes happen. In the event of an incorrect price on a quote or order, you will be notified by email or phone, and given the option to accept the corrected price or cancel the order.