



Course Curriculum 2022/2023

Sage 300 Training Catalogue

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

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Available training methods:

Anytime learning packages

Instructor-narrated step-by-step videos bundled together into one package.

These packages are either:

- single-user
- or company-wide subscriptions and are 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 your own cost).

Sage Business Care Plan training discounts:

Platinum plan

100% discount on Anytime learning packages

Gold plan

100% discount on Anytime learning packages

Silver plan

10% discount on Anytime learning packages

New to Sage 300?

Start here:

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
- accounts receivable.

Topics/Videos: +52

Duration: +3hrs

Price: **FREE**



Introduction to Sage 300cloud

Topics include:

- getting started with the new Sage 300cloud web screens
- navigating the user interface.

Topics/Videos: +3

Duration: +15mins

Price: **FREE**

Sage 300 navigation basics

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

Topics/Videos: +13

Duration: +1hr

Price: **FREE**

Sage 300 user interfaces explained

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

Topics/Videos: +1

Duration: +10mins

Price: **FREE**

Already a Pro?

Learn about the latest features or get certified:

New product releases and updates

Did you know? With each version release, we create a what's new video so that you can learn more about the new feature(s).

Price: **FREE**



Get certified

Set yourself apart from the crowd and get certified.
Not sure if you are ready yet? **Try the free expert challenge assessment.**

Price: \$200 per assessment

Expert Challenge is: **FREE**

First time running a year-end?

Our free course will guide you through the process.

Year-end

Learn about:

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

Topics/Videos: +8
Duration: +1hr
Price: **FREE**



Become a Pro in Sage 300!

We have a wide selection to help you with your journey.

System administrator specialist

Comprehensive training in security and system administration for Sage 300. 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 setup and management
- create and maintain databases in SQLserver
- set up a 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

Price: \$219

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Accounting manager

This course is for customers looking for comprehensive training in the general ledger for their Sage 300 solution. It will give you the knowledge and skills necessary to set up and perform daily and periodic processing in the 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: +1hr

Price: \$186

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Accounts payable specialist

Comprehensive training in accounts payable. It will give you the knowledge and skills necessary to set up and perform 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

Price: \$216

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Accounts receivable specialist

Comprehensive training in accounts receivable. It will give you the knowledge and skills necessary to set up and perform 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: +2hrs

Price: \$274

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Inventory specialist

Comprehensive training in inventory. It will give you the knowledge and skills necessary to set up and perform 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

Price: \$186

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Order entry specialist

Comprehensive training in order entry. It will give you the knowledge and skills necessary to set up 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

Price: \$76

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Purchasing specialist

Comprehensive training in purchasing. It will give you the knowledge and skills necessary to set up 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: +1hr

Price: \$76

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Payroll specialist

Comprehensive training in payroll. It will provide the knowledge and skills necessary to set up 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

Price: \$679

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

Project and job costing specialist

Comprehensive training in project and job costing.

Course Outline:

- set up the project and job costing module,
- establish the codes necessary for contracts and transactions
- define integration settings for project and job costing and other Sage 300 modules.

Learning package:

Duration: +3hrs

Price: \$219

(FREE to platinum and gold business care customers)

Self-study guide:

Choose between an eBook of hardcopy.

Price: \$75

(excludes courier fees)

Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

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/Videos: +10

Duration: +1hr

Price: \$59

(FREE to platinum and gold business care customers)

Sage Intelligence: Intermediate

Topics 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/Videos: +7

Duration: +2hrs

Price: \$107

(FREE to platinum and gold business care customers)

Sage Intelligence: Advanced

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

Topics/Videos: +10

Duration: +1hr

Price: \$122

(FREE to platinum and gold business care customers)

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/Videos: +151

Duration: +7hrs

Price: \$1 319

(FREE to platinum and gold business care customers)



Distributions 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/Videos: +113

Duration: +5hrs

Price: \$824

(FREE to platinum and gold business care customers)



Payroll specialist

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

Topics/Videos: +151

Duration: +7hrs

Price: \$1 319

(FREE to platinum and gold business care customers)



Project and job costing specialist

This package is a comprehensive **company-wide subscription** in project and job costing for the Sage 300 solution.

Topics/Videos: +113

Duration: +5hrs

Price: \$824

(FREE to platinum and gold business care customers)



Sage Intelligence: Financials

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

Topics/Videos: +10

Duration: +3hrs

Price: \$153

(FREE to platinum and gold business care customers)



Sage Intelligence: Non-financials

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

Topics/Videos: +25

Duration: +5hrs

Price: \$268

**(FREE to platinum
and gold business
care customers)**



Sage University instructions:

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

1. Visit www.SageU.com/Sage300
2. New to Sage University? Select your product and then **Create a profile**.
3. To create a Sage University profile, you will need to log on to your **Sage account**.
4. If you don't already have a Sage account, you can create one using the "**Create account**" link found at the bottom of the login page.
5. You will need access to your email to retrieve a validation code to create your Sage account.
6. **View FAQs** about your Sage account login to learn more.
7. Once you've logged on to your Sage account, complete the Sage University profile creation form and **get started!**

NOTE: Creating a Sage University profile is a one-time task. Once complete, you will log on to access Sage University

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

Sage account versus Sage University profile

Your Sage account allows you to access different Sage products and services through a single log-on.

Fewer passwords to remember are a win for everyone!

Your Sage University profile is your personal record of training, badges, and certifications completed on Sage University.

Price disclaimer:

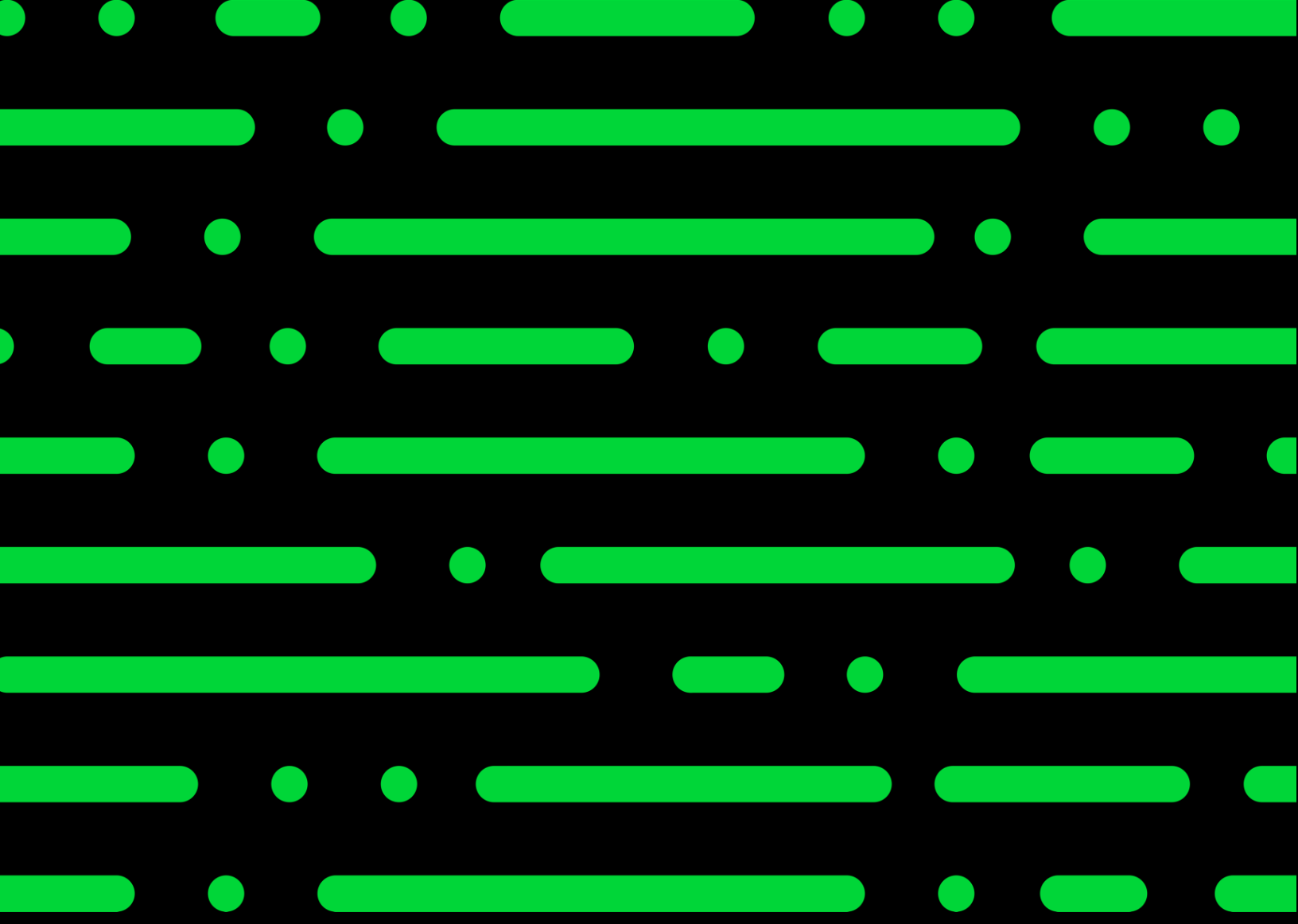
Prices and availability are subject to change without notice. While we strive for accuracy, mistakes happen. In the event of an incorrect price on a quote or order, you will be notified by email or phone and given the option to accept the corrected price or cancel the order.



Savings



Favourite with our customers



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Sage

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