

sage 300

Installing
Sage 300
Educational
Version



2022

Course Curriculum

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Installing Sage 300 Limited Educational Version

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Introduction

This guide has been designed to provide you with information for registering, installing, and licensing the Sage 300 Student Edition.

Working with this guide

You may come across some of the following icons to make your learning experience more interesting and visual:



For more information: Refers to additional resources or links where more information will be provided.



Note: Additional information provided.

Application Software Versions

Release Year

This study guide has been developed for Sage 300 Limited release 2022.

Most of the processes and concepts explained in the guide are applicable to older versions. However, some of them refer to new features and changes in the release 2021, 2020, 2019, and 2017.

Product Version

The activity data files and most of the activities were prepared with Sage 300 Limited 2022.

System Requirements

- Intel Core 2 Duo or equivalent processor
- 4 GB RAM
- Microsoft Windows 10 or later
- Microsoft .NET Framework 4.8

Note: You cannot use this edition of Sage 300 with any other edition. If you have installed another version or edition of Sage 300, you must remove it before installing this edition.

Activity Data Files

Training Data Files

Links will be sent via email once registered to the Sage Education Program.

Beyond the Classroom

Your continued success is important to us. Sage has the following additional resources for you to continue your learning.



**Need training? Have questions? Want advice?
Engage with Sage—online!**

 <p>Sage University Best for learning!</p>	 <p>Sage Knowledgebase Best for solving!</p>	 <p>Sage City Best for inquiring!</p>
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We're here to help.
www.SageCity.com/Resources

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Lesson 1: Student Registration

This lesson explains how to register for the Sage Education Program. Once successfully registered, an email with links to download Sage 300 Limited will be sent to the email used in the registration form.

Learning Objectives

By the end of this lesson, you will be able to:

- Register for the Sage Education Program
- Download Sage 300 Limited

Registration

1. Visit <https://www.sage.com/en-ca/about-us/education/>
2. Find the section for Sage 300 and click **Register for the student version**.

Sage 300

The logo for Sage 300, featuring the number 300 inside a blue circle.

Streamline accounting, inventory, operations, distributions, and more with Sage 300 software.

Click below to register for the Sage 300 education version. Once approved, you will receive an activation code for the Sage 300 product.

Important information when registering :

- Double-check that your email address is correct.
- It may take up to 48 hours to receive a response.¹

[Register for student version](#)

3. Complete the registration form and click **Submit**.

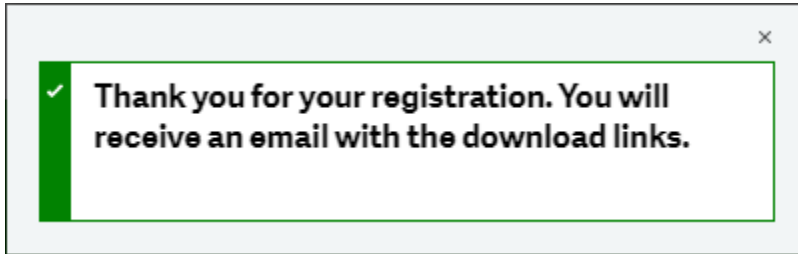
Sage 300 Accounting Registration -Student Version ×

Register for your copy of Sage 300 - Student Version. Sage is committed to providing students with the tools they need to succeed in the classroom - and in the workplace!

Business Phone

By clicking submit, you agree you are a student or educator currently enrolled in a school, and the information you provide is believed to be accurate and up to date. The license provided is solely for use of the intended recipient, for educational purposes only, not for commercial use and can be revoked for sharing. You may unsubscribe or change your marketing preferences at any time by visiting our [Preference Centre](#). You have read and understood Sage's [Privacy Policy](#).

4. An email will be sent containing the links for the different versions offered of Sage 300 Limited.



5. In the email, select **Sage 300 2022 Limited** and save the file to your computer.

Welcome to the Sage Education Program

Get the software.

Sage is committed to providing students with the necessary tools to be successful while learning our software.

Sage 300 educational version is only valid for 400 days from the date of installation. Data from other Sage 300 products cannot be opened with this download.

- [Sage 300 2022 Limited](#)
- [Sage 300 2021 Limited](#)
- [Sage 300 2020 Limited](#)
- [Sage 300 2019 Limited](#)
- [Sage 300 2017 Limited](#)

IMPORTANT INFORMATION: Do not download any product updates for the student or education version. If you download any update, the student version will no longer be compatible, and students will no longer be able transfer data between the education version and the student version they use at home. In other words: the year/release a student downloads at home, must match the year/release being used to teach (by their educational institution).

Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Multiple Choice

Mark the correct answer(s) to the question below.

1. How many days from the date of installation is the Sage 300 Student Edition valid for?

- A. _____ 100 Days
- B. _____ 200 Days
- C. _____ 300 Days
- D. _____ 400 Days

Lesson 2: Install SQL Server 2017 Express

This lesson will provide steps on how to install SQL Server 2017 Express as the database engine.

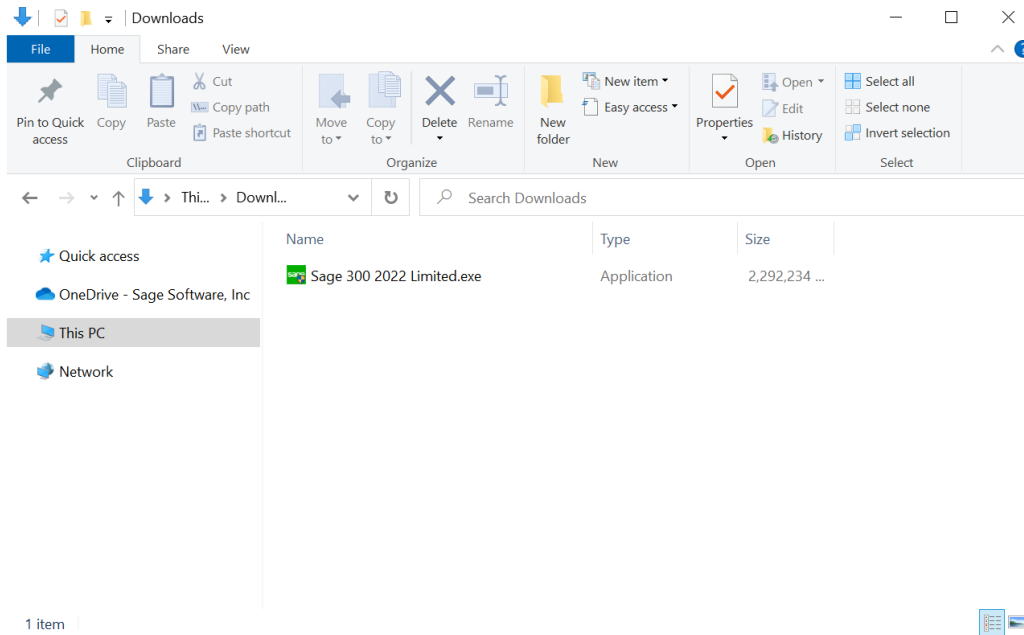
Learning Objectives

By the end of this lesson, you will be able to:

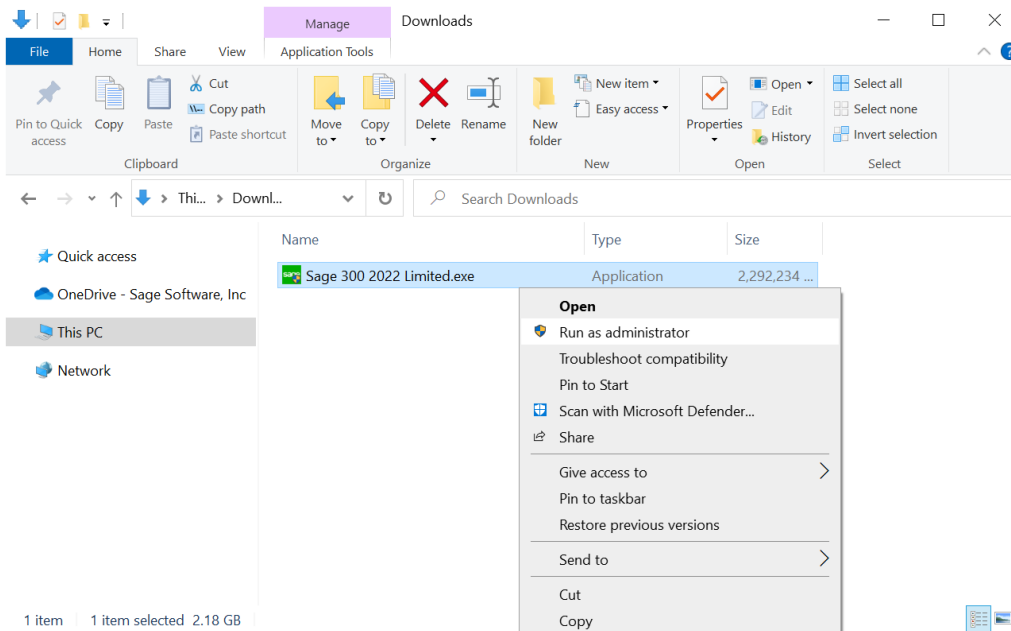
- Install SQL Server 2017 Express with Tools

Installation of SQL Express

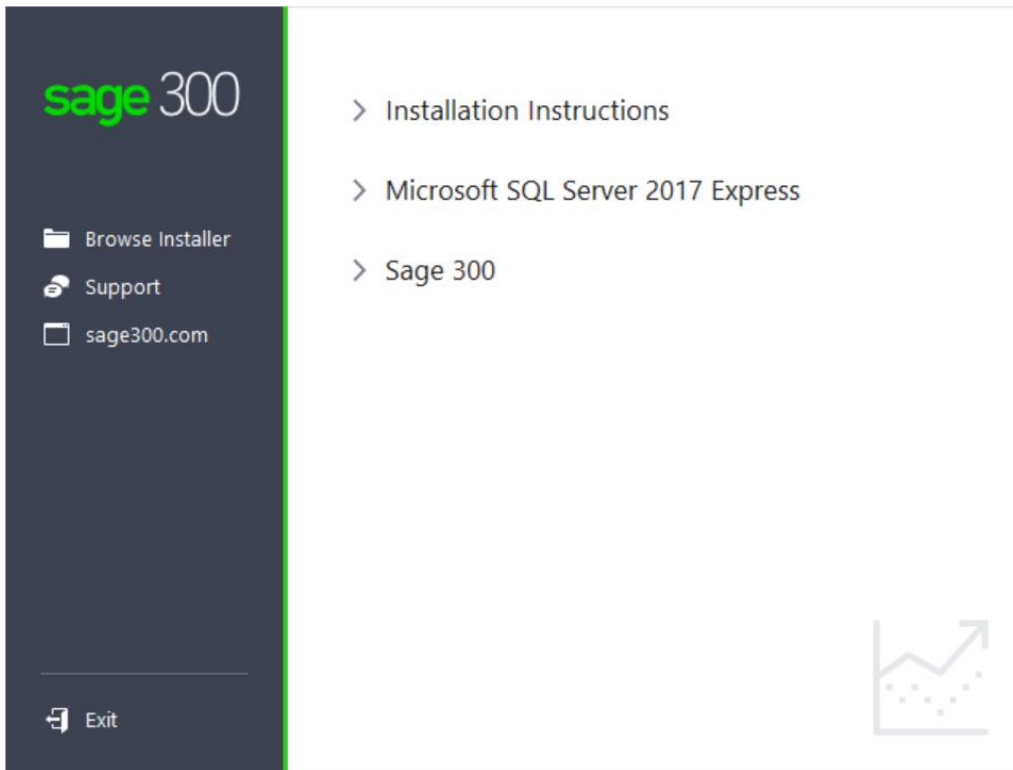
1. Locate the **Sage 300 2022 Limited.exe** setup file.



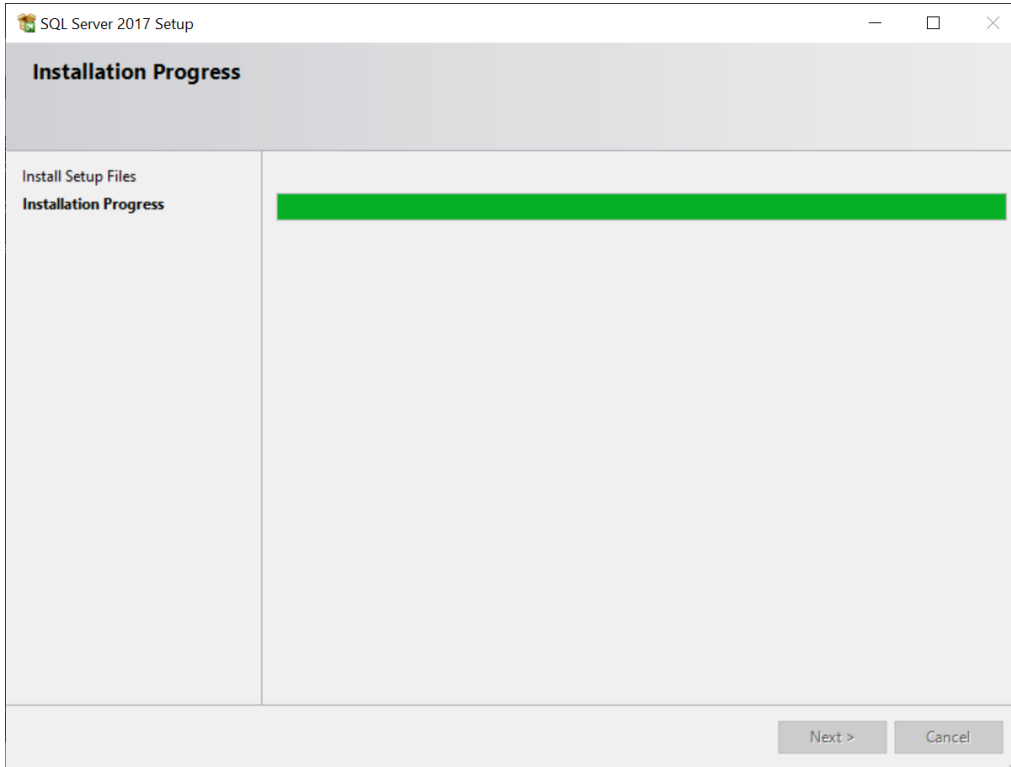
2. Right click on the **Sage 300 2022 Limited.exe** and select **Run as administrator** option.



3. On the installation screen, click **Microsoft SQL Server 2017 Express** to install Windows SQL Server 2017 Express with Tools.



4. Follow the instructions to complete the installation, accepting default values.



SQL Server 2017 Express with Tools is installed with the following configuration exclusively for the Sage 300 Limited Edition installation:

- SQL Instance Name: SQLEXPRESS
- SQL Username: sa
- SQL Password: Sage@300

Check Your Knowledge

Answer the following questions about the material covered in this lesson.

True or False

Enter 'T' for True or 'F' for False for each of the affirmations below.

1. _____ The SQL Instance name is SQLServerExpress.
2. _____ The SQL Username is sa.
3. _____ The SQL Password is Sage@300.

Lesson 3: Install Sage 300 Limited

This lesson will explain how to install and license Sage 300 Limited.

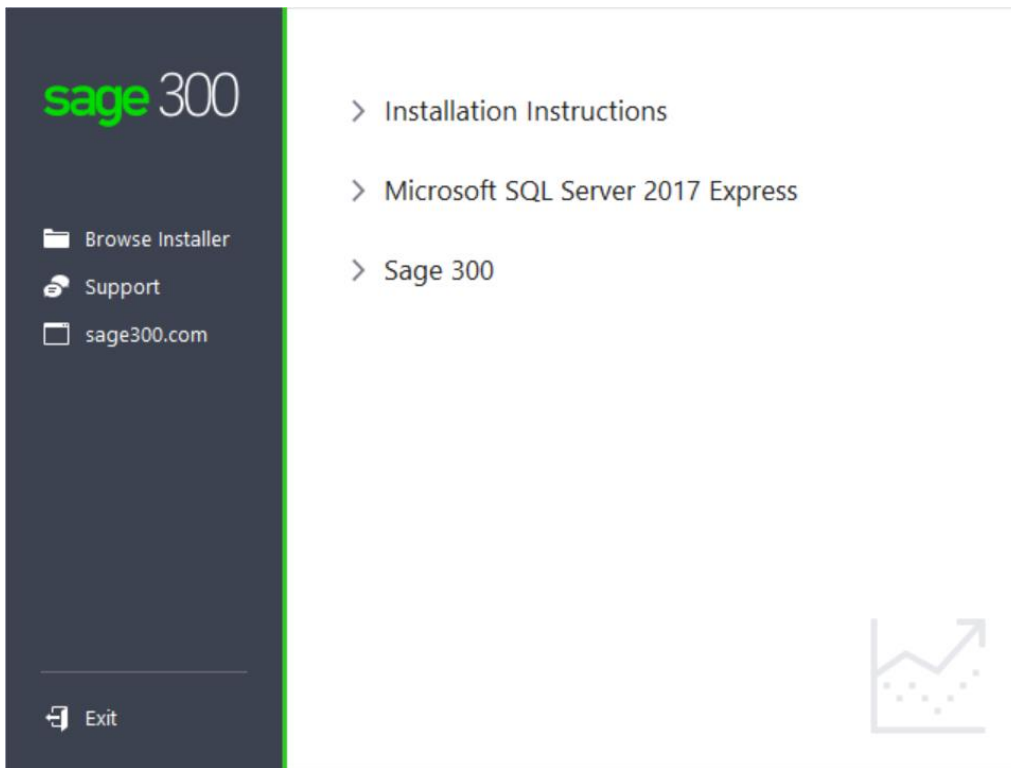
Learning Objectives

By the end of this lesson, you will be able to:

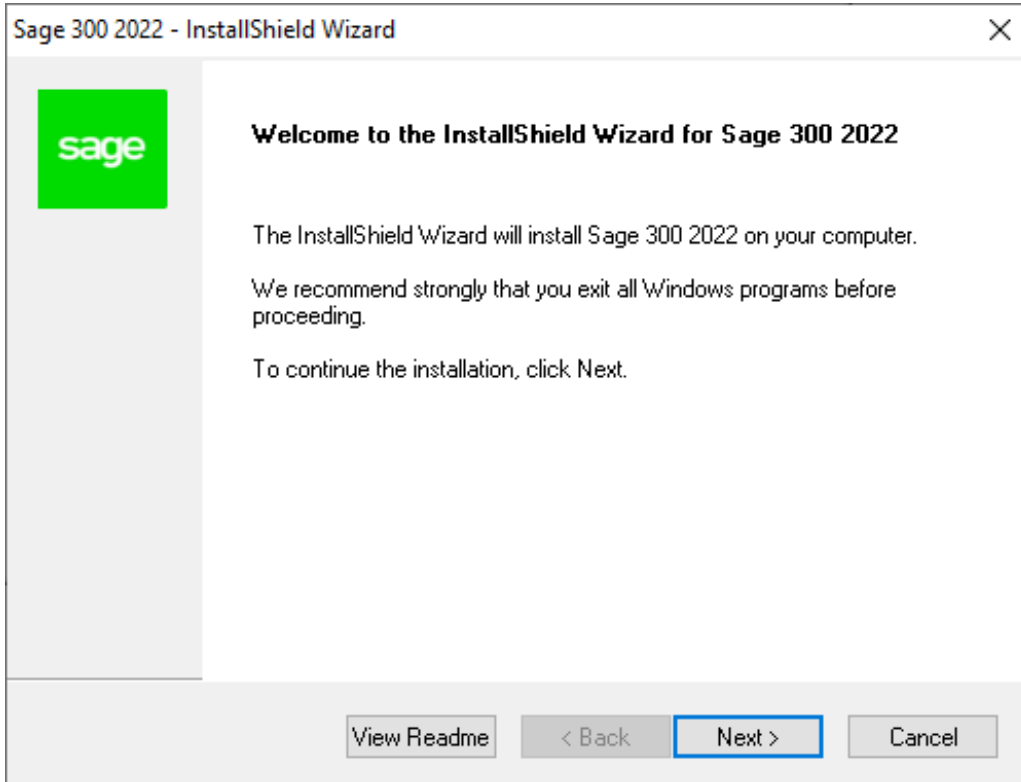
- Install and license Sage 300 Limited

Installing and licensing Sage 300

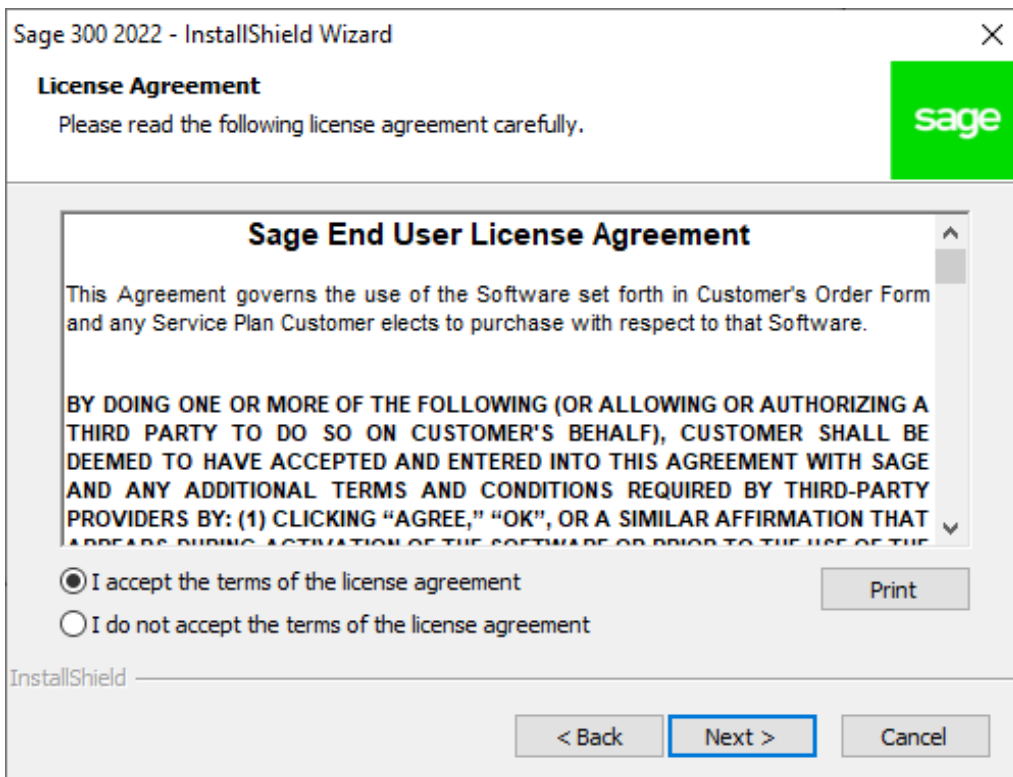
1. On the installation screen, click **Sage 300** to install Sage 300 2022 Limited.



2. On the welcome screen, click **Next**.



3. Select the option to accept the terms of the license agreement, and then click **Next**.



4. On the Client Information screen, enter the following information, and then click **Next**:

- Client ID: 1234567
- Company: (School name and course number)

Sage 300 2022 - InstallShield Wizard

Client Information

Enter the client ID and company name. These are used in registering applications for activation codes.

Client ID:

Company:

InstallShield

< Back Next > Cancel

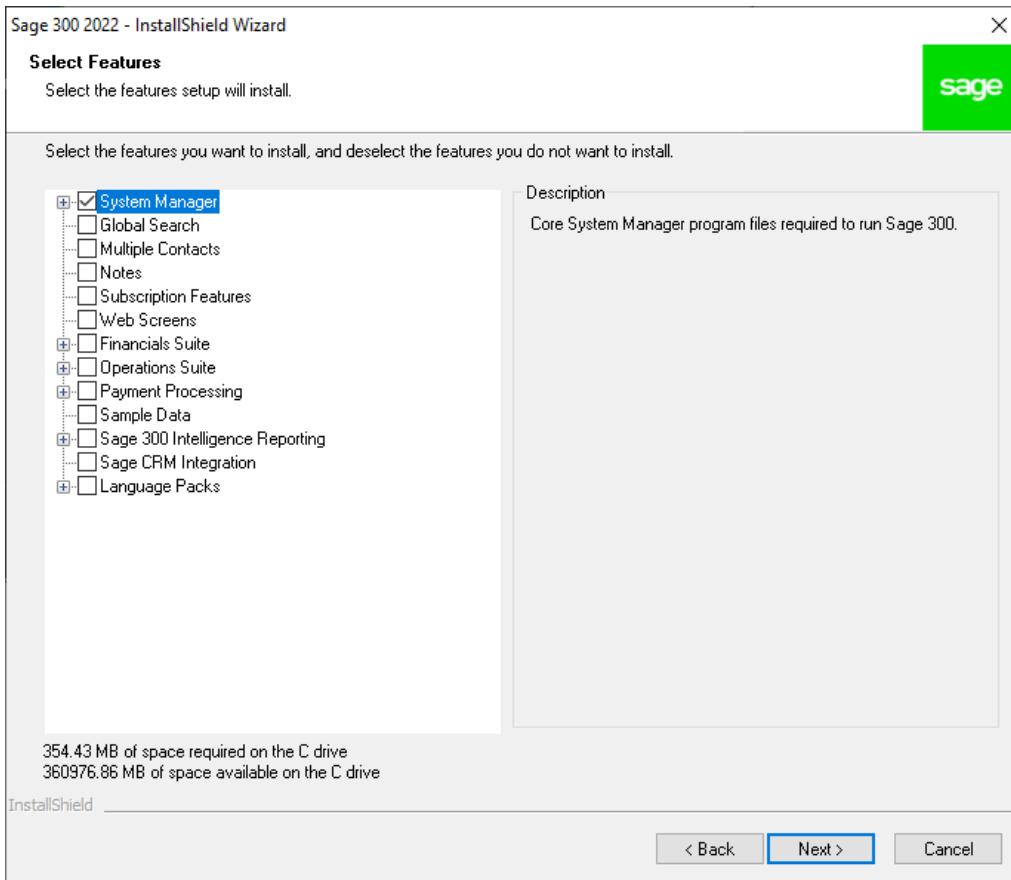
5. On the Optional Information screen, click **Next**.

The screenshot shows a window titled "Sage 300 2022 - InstallShield Wizard" with a close button (X) in the top right corner. The window has a Sage logo in the top right. The main heading is "Optional Information". Below the heading is a text prompt: "Enter the company contact, dealer and CC names. These are used in product registration." There are three text input fields: "Contact:", "Dealer:", and "C.C.:". At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "Cancel". The text "InstallShield" is visible in the bottom left corner of the window.

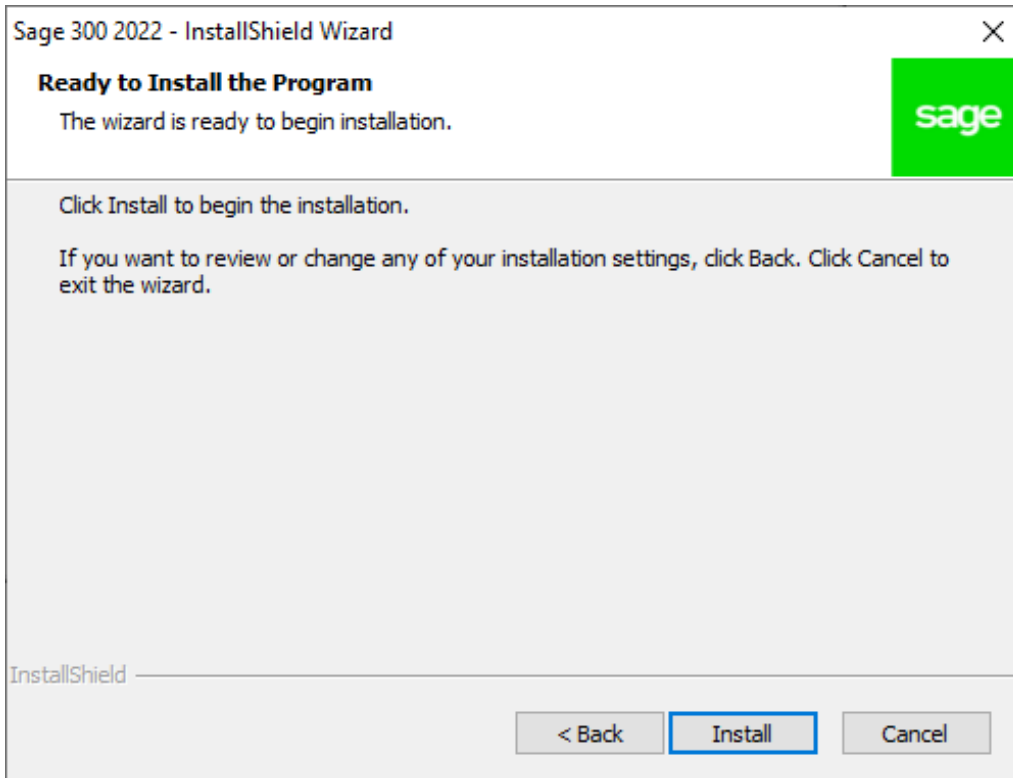
6. Specify the names and locations of your program and data folders or use the default location and then click **Next**.

The screenshot shows a window titled "Sage 300 2022 - InstallShield Wizard" with a close button (X) in the top right corner. The window has a Sage logo in the top right. The main heading is "Sage 300 Folders". Below the heading is a text prompt: "Specify the program files and shared data folders." There are two text input fields: "Programs:" and "Data:". At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "Cancel". The text "InstallShield" is visible in the bottom left corner of the window.

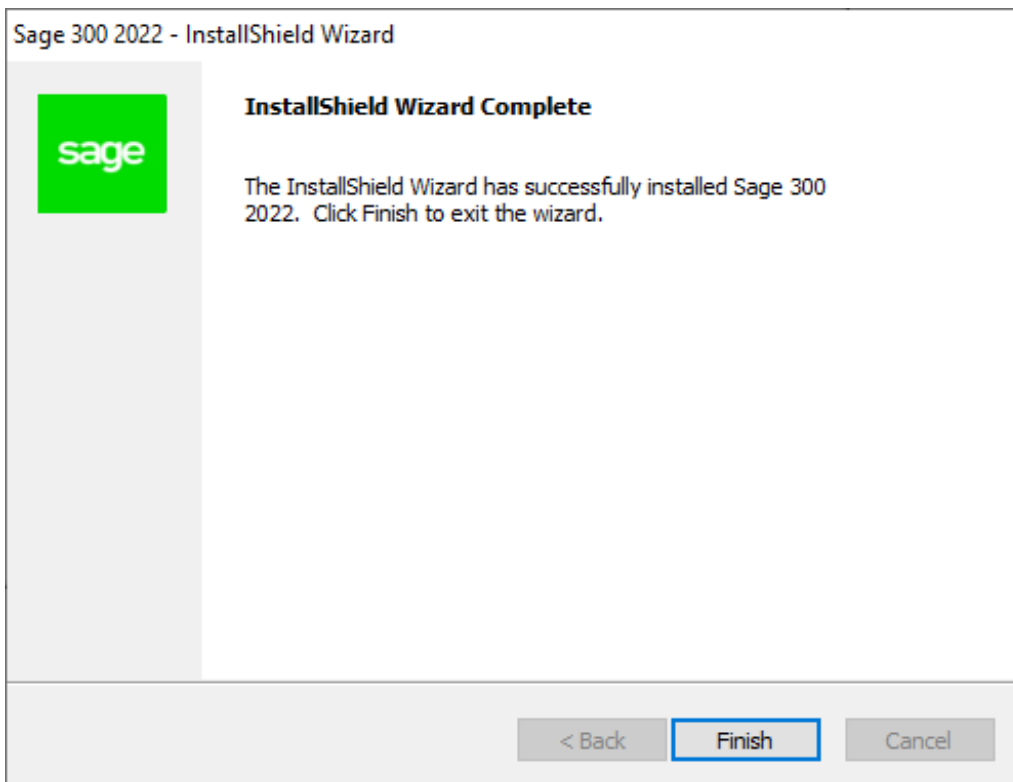
7. On the Select Features screen, click **Next** to install the features and modules that have been selected for the Limited Edition.



8. Click **Install** to begin the installation.



9. Click Close, and then click **Finish**.



If you do not have a supported version of Adobe Flash Player installed, the Flash Player installation screen appears. To install Flash Player, accept the terms of the license agreement, and then click Install.

Before you can open a company, you must load data. If you try to open Sage 300 and there is no data set up, a message appears saying "There are no installed organizations."

Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Multiple Choice

Mark the correct answer(s) to the question below.

1. What is the client ID needed to be entered in the client information screen?
 - A. _____ 8000000
 - B. _____ 4000000
 - C. _____ 1234567
 - D. _____ 0123456

Lesson 4: Load Sample Data

In this lesson you will learn how to load sample data. This edition of Sage 300 includes a data loader utility that loads the sample data you will use.

Learning Objectives

By the end of this lesson, you will be able to:

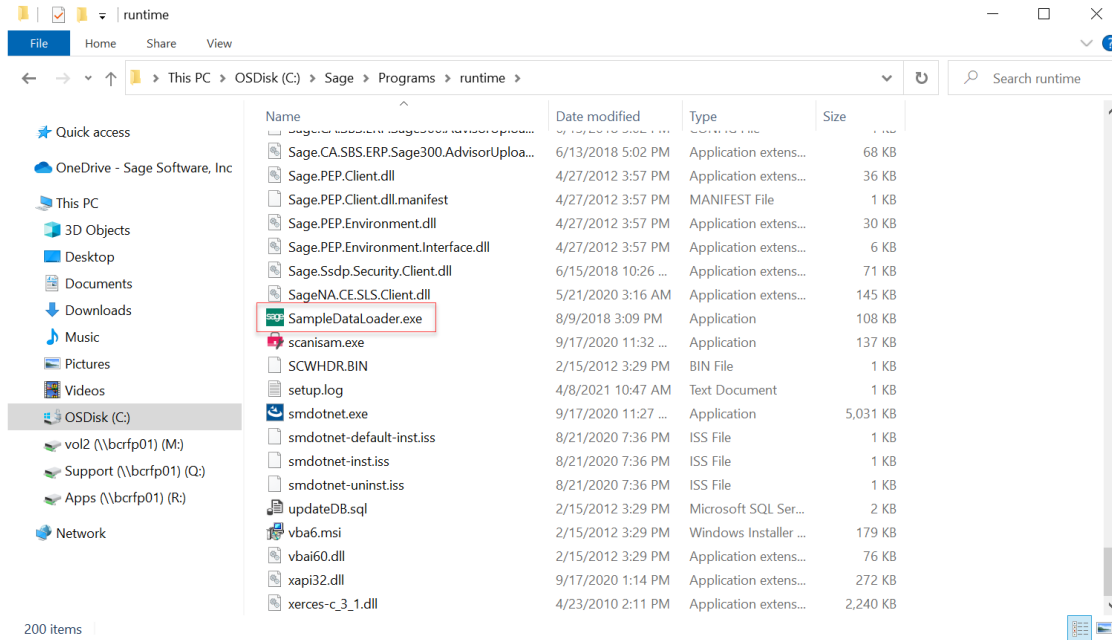
- Load sample data set using the data loader utility

Sample Data Loader

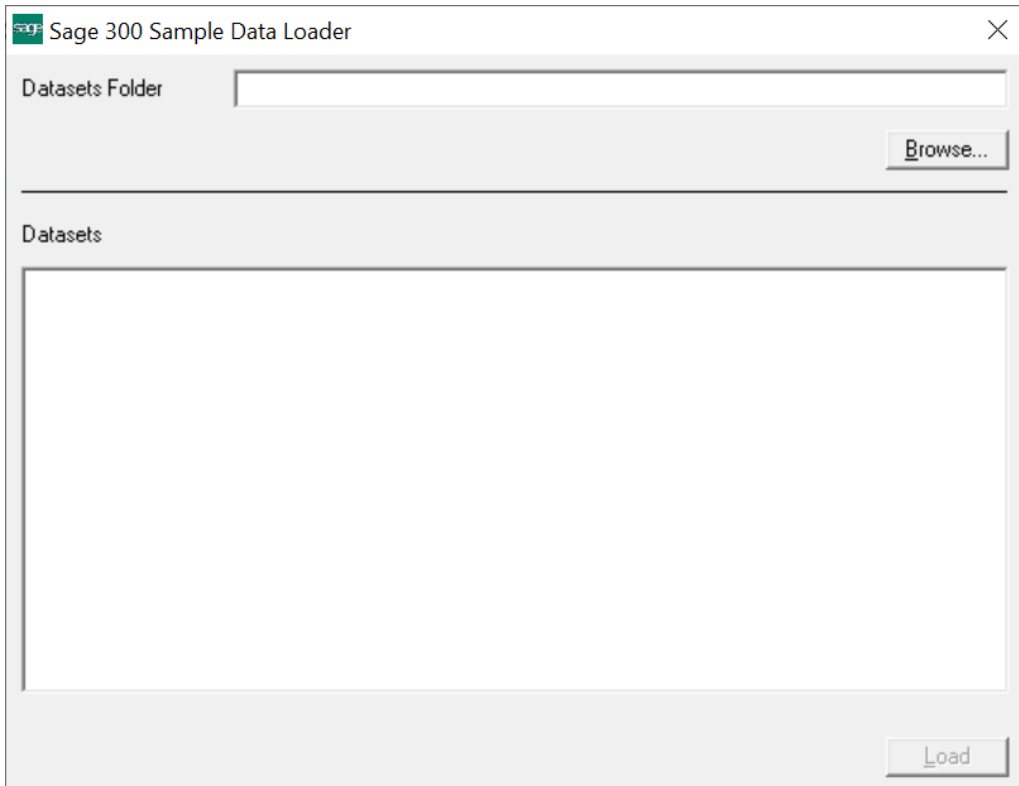
1. Run **SampleDataLoader.exe**, which is located in the following folder:

<Sage 300 programs folder>\runtime (for example, C:\Sage\Sage 300\runtime)

Right click on the **SampleDataLoader.exe** and select **Run as administrator** option.



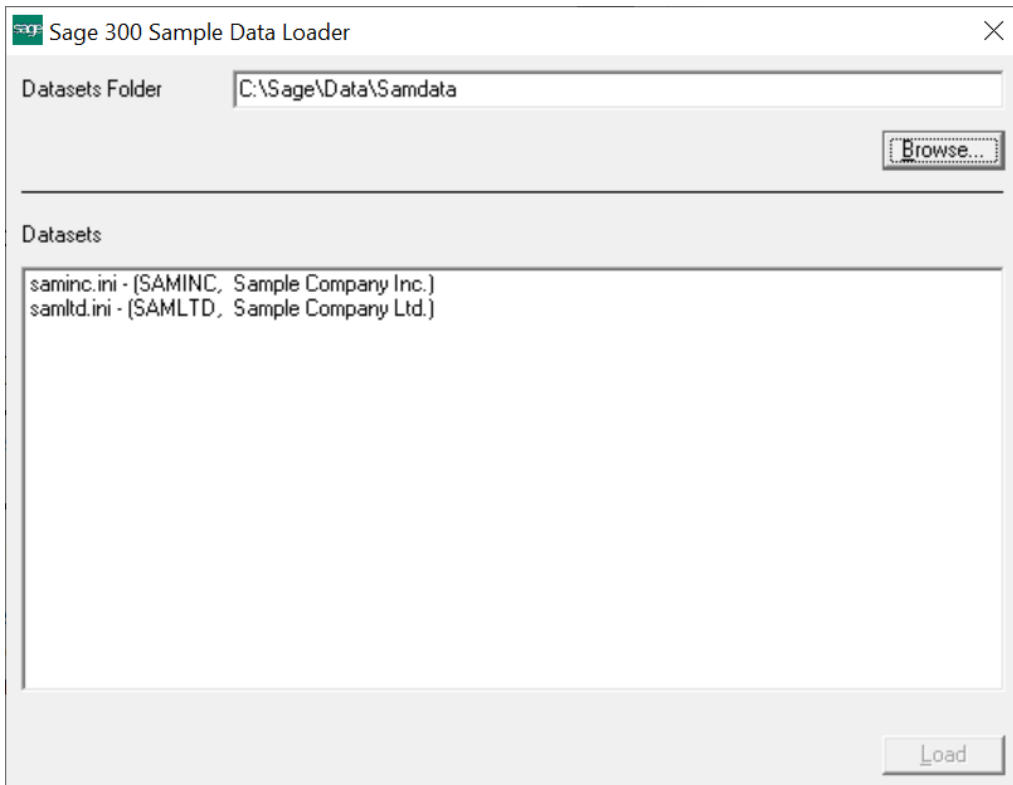
2. On the Sage 300 Data Loader screen, click **Browse**.



Navigate to the folder where you extracted the sample data and click to select the folder for the company data. (For example, to load sample data that is included in the installation, navigate to: <Sage 300 programs folder>\samdata)

3. In the Datasets panel, select a company. The following sample companies are available:

- SAMINC (single-currency company)
- SAMLTD (multicurrency company)



4. Click **Load**. Company data and company system data are loaded into a SQL Server database.

Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Multiple Choice

Mark the correct answer(s) to the question below.

1. What is the name of the tool used to load sample data?
 - A. _____ Database Load
 - B. _____ Sample Data Loader
 - C. _____ Data Loader
 - D. _____ Sample Data Restorer

Installing Sage 300 Limited - Answer Keys

This section includes the answers for all the Check Your Knowledge sections in this guide.

Lesson 1 – Student Registration

1. D

Lesson 2 – Install SQL Server 2017 Express

1. False
2. True
3. True

Lesson 3 – Install Sage 300 Limited

1. C

Lesson 4 – Load Same Data

1. B

