

Stone Forest IT

TRAINING COURSES	TIME	2020						
		MAR	APR	MAY	JUN	JUL	AUG	SEP
SAGE 300 GENERAL LEDGER	9am - 6pm	-	13 Apr Mon	-	-	13 Jul Mon	-	-
SAGE 300 ACCOUNTS RECEIVABLE		-	15 Apr Wed	-	-	14 Jul Tue	-	-
SAGE 300 ACCOUNTS PAYABLE		-	17 Apr Fri	-	-	15 Jul Wed	-	-
SAGE 300 BASIC FINANCIAL REPORTING		16 Mar Mon	-	-	15 Jun Mon	-	12 Aug Wed	-
NORMING ASSET MANAGEMENT		-	-	-	12 Jun Fri	-	-	-
MICROSOFT EXCEL FOR EXECUTIVES		17 Mar Tue	-	-	16 Jun Tue	-	14 Aug Fri	-
GL BUDGETING + REVALUATION + RECONCILIATION	9am - 12pm	11 Mar Wed	-	-	-	-	-	15 Sep Tue

Training Venue

Address:

139 Selegie Road 188309

Beside Wilkie Edge, along Selegie Road.

From Wilkie Edge Building

Take the exit at Cosomprof Academy and turn left.



Wilkie Edge carpark [\(Directions\)](#)

Entrance along Wilkie Rd, \$1.50 per half hour (until 6pm)
Take lift lobby 3 up to level 1. Walk out and turn left.

MRT Stations – Little India / Bencoolen / Dhoby Ghaut / Rochor



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Course Details

Sage 300 General Ledger

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

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

Sage 300 Accounts Receivable

This course encompasses use of the Sage 300 Accounts Receivable module, including:

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

Sage 300 Basic Financial Reporting

Introducing the use of the 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.

Norming Asset Management

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

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

Sage 300 Accounts Payable

This course encompasses use of the Sage 300 Accounts Payable module, including:

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

Microsoft Excel 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:

- a) In-depth understanding of FUNCTIONS
- b) Creating formulae to LOOKUP values
- c) Creating reports with SUBTOTALS
- d) FILTERING of spreadsheet data using desired conditions
- e) VALIDATING spreadsheet data
- f) ANALYSING data with PIVOT TABLES

GL Budgeting + Revaluation + Reconciliation

Enhance your Sage 300 experience with user-friendly automation and leverage on customisable templates for smart budgeting and forecasting.

Learn how to correctly set up and perform revaluation of transactions different from your functional currency at the current exchange rate.

Discover how simple it is to perform bank reconciliation in Sage 300 with 'matching' rules. Understand what the monthly reconciliation process entails and never have to worry about mismatching bank transactions.