

SAGE 300 – ACCOUNTS RECEIVABLE TRAINING – DRAFT AGENDA

<u>DAY 1</u>	<u>DAY 2</u>	<u>DAY 3</u>
10:00-4:00	9:00-4:00	9:00-3:00
<ul style="list-style-type: none"> • Welcome & Introductions • Course Objectives • Agenda Review • Sage Overview • What's New in version 2016 and version 2017 • AR Overview • Visual Process Flow 	<ul style="list-style-type: none"> • Review • Accounts Receivable Setup Cont'd <ul style="list-style-type: none"> ○ Customer Groups ○ Customers Maintenance • Accounts Receivable Transactions <ul style="list-style-type: none"> ○ Invoices ○ Recurring Charges 	<ul style="list-style-type: none"> • Review • AR Reports • AR Inquiries • Customer Number Change
LUNCH 12:00 – 1:00	LUNCH 12:00-1:00	LUNCH 12:00 – 1:00

<p>Day 1 Afternoon: 1:00-4:00</p> <ul style="list-style-type: none"> • Bank Services Requirements • Tax Services Requirements • GL Requirements <ul style="list-style-type: none"> ○ Required Accounts • Accounts Receivable Setup <ul style="list-style-type: none"> ○ Options ○ Interest ○ Billing Cycles ○ Distribution Codes ○ GL Integration ○ Items ○ Account Sets ○ Terms 	<p>Day 2 Afternoon: 1:00-4:00</p> <ul style="list-style-type: none"> • AR Transaction Processing <ul style="list-style-type: none"> ○ Payments ○ Payment Reversal ○ Refunds ○ Write Offs 	<p>Day 3 Afternoon: 1:00-3:00</p> <ul style="list-style-type: none"> • Periodic Processing • Wrap Up • Certificate Presentation
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- ✓ Course manuals will be emailed to confirmed students prior to course start date, and can be printed and brought to session
- ✓ Course manuals will be provided on a Flash drive for students to take home.
- ✓ Course starting and ending time and breaks will be confirmed by the instructor each day
- ✓ Students are encouraged to take notes and ask questions during the session