

Course Agenda

Class 1: Basic Setup, General Ledger, Accounts Payable & Credit Card Management

Sage 100 Contractor | Instructor: Max Duykers

Course Overview

In this class, you will become familiar with the basic set up of a Sage 100 Company so that you can begin to enter data and transactions. We will also cover the Accounts Payable and Credit Card modules. This class should be taken with classes 2 & 3 in sequence. This course is designed for controllers, accounting staff, and bookkeepers who will be involved with the basic, daily accounting functions of your company.

Agenda

- Basic Orientation – desktop, shortcuts, lookup windows, etc.
- Security & Job Level Security
- Creating a new company/company information
- Discussion of GL Accounts – options (subaccounts/departments)
- Discussion of Cost Codes – options (codes vs. divisions)
- Accounts Payable procedures – AP invoices and checks
- Vendor Vouchers/Lien Waivers/Certificates
- Credit Card Management
- 1099 Forms