

Course Agenda

General Ledger / Cash Management

Sage 300 CRE | Instructor: Deborah Lastro

Course Overview

This 2-hour class is designed to give basic training for those employees who handle routine processing tasks. It is ideal for new employees, as well as those wishing to gain a general understanding of the module.

Agenda

General Ledger

- Review Posting and Posting Settings
- Viewing Accounts and Prefixes
- Your Chart of Accounts
- Making Journal Entries
- Reporting
 - Canned Financial Reports
 - Basic Editing of Financial Statements

Cash Management

- Edit and View Bank Accounts
- Edit Register
- Direct Entry of Deposits / Withdrawals
- Bank Transfers
- Bank Reconciliation
- Reporting