

# Course Agenda

## Class 3: Reporting & Accounting Tips

**Sage 100 Contractor | Instructor: Max Duykers**

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### Course Overview

In this class, you will learn accounting tips and transactions that are essential to startup/implementation and to your daily workflow once you are live with Sage 100. In addition, you will become familiar with the powerful reporting tools that are available. This class should be taken with classes 1 & 2 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, as well as anyone in your company who is interested in custom reporting for accounting, payroll, and project management needs.

### Agenda

#### Accounting Tips:

- Deposits on contract (AP & AR)
- Entering and applying AR & AP credits
- Refund checks (AP & AR)
- Adjusting sales tax entries
- Positive Pay/ACH payments
- Recurring journal transactions, Recurring AP transactions
- Voiding vs. Deleting
- Job specific security
- Closing periods/Fiscal year/Closing payroll year
- Auditing the books/Audit errors/Recalculating
- Job cost adjustments and auditing job cost/GL totals

#### Startup/Historical:

- Implementation plans: startup date vs. "merging in". Entering startup AR and AP invoices, GL startup transactions
- Bank reconciliation and credit card reconciliation startup entries
- Startup payroll transactions
- Historical job cost entries
- Historical subcontract/PO entries
- Historical AP & AR invoices/payments

#### Reporting Tools & Sample Reports:

- Form design
- Report writer
- Query design
- Alerts manager
- Database format
- Report searching
- MICR font – printing in-house check forms
- Printing to Excel