

TRAINING PROGRAM

SAGE 100c PAYMENT METHODS

Duration: 14 hours (2 days)

WHO IS THIS TRAINING FOR?

Trainee profile:

- Regular use of the Windows environment

Prerequisites:

- Regular use of the Windows environment

LEARNING OBJECTIVES:

- Mastery of third-party management and bank telecommunication (bank file transmission)

CONTENT (TRAINING PROGRESSION):

- **Company creation**
- **Company configuration**
 - o Company settings
 - o Banks
 - o Third parties
- **Check deposit management**
 - o Configuration
 - o Data entry and management of check deposits
- **Management of issued transfers and direct debits**
 - o Configuration
 - o Data entry and management of issued transfers and direct debits
 - o Management of predefined batches
 - o SEPA management
- **Management of SEPA direct debits**
 - o Configuration
 - o Data entry and management of SEPA direct debits

- **Cash transfer management**

- o Configuration
- o Data entry and management of cash transfers

- **Management of LCR BOR Collection**

- o Configuration
- o Data entry and management of LCR BOR Collection

- **Bank file remittance**

- o Remittance modes
- o Pending remittances
- o Remittance histories
- o Transfer of AFB files

- **Bank statement management**

- o Import of statements
- o Management of statements
- o Analysis of statements

- **Independent practice**

- o Applying acquired knowledge on the created file
- o Appendices
- o EBICS protocol configuration
- o Links with Sage Accounting
- o Management of LCR to be paid statements
- o Printing of received files
- o International transfers
- o Alert for urgent deadlines

ORGANIZATION

-> **Instructor**

Educational and technical resources

- Participants are welcomed in a dedicated training room
- Training materials projected for participants
- Theoretical presentations
- Case studies
- In-class quizzes
- Online access to supporting documents after the training



Monitoring and evaluation system for training outcomes

- Attendance sheets
- Oral or written questions (multiple-choice quizzes)
- Practical exercises
- Training evaluation forms