

# TRAINING PROGRAM

## SAGE 100c SALES MANAGEMENT (LEVEL 1)

**Duration:** 21 hours (3 days)

### **WHO IS THIS TRAINING FOR?**

**Trainee profile:**

- Sales administration, commerce

**Prerequisites:**

- Basic computer skills and basic understanding of a company's commercial tasks

**LEARNING OBJECTIVES:**

- Get familiar with the SAGE software
- Master commercial management in a professional environment
- Start, complete, and customize a commercial management file
- Manage sales and purchases
- Monitor stock and third-party payments

**CONTENT (TRAINING PROGRESSION):**

- **Basic configuration**
  - o Opening or creating the accounting file
  - o Creation and configuration of the commercial file (payment methods, organizations, etc.)
  - o Company identification sheet
- **Creation of basic files**
  - o Accounting elements of the commercial file (accounts, VAT rates, banks, payment templates)
  - o Creation of article families and articles
  - o Customers, suppliers, and representatives
- **Stocks**
  - o Stock entries and exits
  - o Stock unavailability – Replenishment

- **Sales documents**

- o the sales chain, from quote to invoice: creation and conversion, stock impact
- o Credit notes: goods return
- o Grouping of 2 quotes (or 2 deliveries) on the same invoice

- **Purchase documents**

- o The purchase chain, from order to supplier invoice: creation and conversion, stock impact

- **Miscellaneous**

- o Deposits and customer payment entries
- o Price updates
- o Special pricing
- o Inquiry of records: customer, supplier, item
- o Customer mailings

- **Transfer to Sage Accounting**

- o Accounting transfer configuration

- **Statistics**

- o Customer statistics by item families
- o Supplier statistics by item
- o Item statistics by customer
- o Statistics related to sales representatives

- **Data security**

- o File backup

## **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