TRAINING PROGRAM

SAGE 100c SALES MANAGEMENT (LEVEL 2)

Duration: 21 hours (3 days)

WHO IS THIS TRAINING FOR?

Trainee profile:

- Anyone responsible for maintaining their company's accounting

Prerequisites:

- Basic computer knowledge. Knowledge of the **Sage 100 Commercial Management** software is essential

LEARNING OBJECTIVES:

- Use the advanced functions of the Commercial Management software
- Manage sales, purchases, and stocks

CONTENT (TRAINING PROGRESSION):

- **Item updates**
    - o Printing of prices by categories
    - o Defining the criteria for price modifications
    - o Global price updates

- **Payment management**
    - o Preliminary settings
    - o Recording a payment
    - o Modifying a payment
    - o Payment transfer

- **Advanced functions**
    - o Internal documents
    - o Special order management
    - o Manufacturing management
    - o Commercial nomenclatures
    - o Delivery management
    - o Subscription management
    - o Customer credit control
    - o Additional costs
    - o Inventory entry
    - o Traceability by serial number and batch

- **Inquiries and searches**
    - o Customer account inquiry
    - o Item account inquiry
    - o Business account inquiry
    - o Document search – lines
    - o Document search – headers

- **Agenda management**
    - o General concepts
    - o Alert settings
    - o Event creation
    - o Managing agenda lists

- **Document layout customization**
    - o Modification of an existing document
    - o Creation of a new document

- **Custom reports**
    - o General concepts
    - o Use of standard templates
    - o Use of specific reports
    - o Imports and exports
    - o Imports
    - o Exports

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