



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Sage 300 Comprehensive Training

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 115400 · NQF Level 4 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with comprehensive skills to efficiently manage financial operations using Sage 300, including accounts payable, accounts receivable, general ledger, and financial reporting. Participants will gain the competence to configure, process, and reconcile transactions, ensuring accuracy and compliance with accounting standards.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	115400
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	5 days
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply Sage 300 system configuration to set up company profiles, user access, and security controls.
- Implement accounts payable and accounts receivable processes including invoice entry, payment runs, and customer reconciliations.
- Analyze general ledger transactions and perform period-end closing procedures.
- Evaluate financial reports generated by Sage 300 to support decision-making and audit requirements.
- Design custom financial reports using the report designer tool.
- Demonstrate efficient data entry and transaction processing techniques to minimize errors.

WHO SHOULD ATTEND

- This course is designed for finance professionals, accountants, bookkeepers, and system administrators who are responsible for managing financial processes using Sage 300 in small to medium-sized enterprises.

COURSE OUTLINE

Day 1: Introduction to Sage 300 and System Navigation

- Overview of Sage 300 and its modules
- Logging in and navigating the desktop
- Company creation and database setup
- User roles, passwords, and security settings
- Common tables, lookups, and data entry forms
- Introduction to the General Ledger (GL) module

Day 2: Financial Management – Accounts Payable and Receivable

- Setting up AP/AR modules and control accounts
- Entering and posting vendor invoices
- Processing payments and receipts
- Customer and vendor maintenance
- Aging reports and reconciliations
- Month-end closing procedures

Day 3: Inventory Control and Order Processing

- Inventory module setup: items, categories, warehouses
- Purchase order entry and receiving
- Sales order entry and invoicing
- Stock adjustments, transfers, and counting
- Costing methods and inventory valuation
- Reorder point and reporting

Day 4: Advanced Modules – Project Costing and Multi-Currency

- Project Costing module: setup and allocation
- Tracking costs and billing projects
- Multi-currency setup and exchange rates
- Intercompany transactions and eliminations
- Financial report designer basics
- Drill-down analysis and dashboards

Day 5: Integration, Data Migration, and Troubleshooting

- Integration with Excel, ODBC, and third-party apps
- Data import/export using Sage Data Import Wizard
- Backup and restore procedures
- Audit trails and error logs
- Common errors and resolution strategies
- Best practices for system maintenance

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Sep 2026	11 Sep 2026	Online	—
14 Sep 2026	18 Sep 2026	In-House	—
21 Sep 2026	25 Sep 2026	On-Campus	Pretoria, South Africa
28 Sep 2026	02 Oct 2026	Online	—
05 Oct 2026	09 Oct 2026	In-House	—
12 Oct 2026	16 Oct 2026	On-Campus	Pretoria, South Africa
19 Oct 2026	23 Oct 2026	Online	—
26 Oct 2026	30 Oct 2026	In-House	—

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 115400) and click **Get A Quote / Apply**. Select your training method and number of delegates — your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za — our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically — the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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