



System Navigation

Duration: ½ day

Who Should Attend?

All delegates that will be using Sage 300cloud for Windows. This is a compulsory requirement for any delegate to be able to understand the infrastructure of Sage 300cloud, and to be able to use any of the other modules.

Entrance Requirements

Computer literacy and Bookkeeping.

Course Content:

Administration Services <ul style="list-style-type: none"> • Change Printer Destinations • Printing to Printer • Printing to Different Types of Files • Printing to Email • Direct Emailing of Documents (Pdf or Rtf) • Create New Users 	Common Services <ul style="list-style-type: none"> • Company Profile • Scheduling • Reminder List • Schedules
Fiscal Calendar <ul style="list-style-type: none"> • Locking and Unlocking of periods 	Data Integrity Checks <ul style="list-style-type: none"> • Log to File • Fix Option
Restart Maintenance	Using and Understanding Control Accounts
Using and Understanding Clearing Accounts	