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## Sage University offers many training options for customers

Whether you are a new Sage ERP X3 user ready to get started or an experienced user looking for training on what's new, Sage University is the right place for you. With training options that are affordable and convenient, there are so many ways to learn. Below outlines the available training options, and visit [www.sageu.com](http://www.sageu.com) to view all the courses available.

And don't forget, if you have a Sage Business Care plan, you may be entitled to training discounts up to 100%.



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### Training types



**Anytime Learning** courses are self-paced, recorded sessions that are available whenever you are. All you need are a computer, speakers, and a high-speed Internet connection. These are ideal to review material, acquaint new hires with basic software skills, and train your staff in remote offices.



**Realtime Learning** courses are online, instructor led, and scheduled for a specific date and time. All you need are a computer, phone, and an Internet connection. Everything happens live, so you can ask questions and interact with other participants and the instructor.



**Hands-on labs** are designed for users who want a step-by-step how-to. With this objective in mind, you get to practice using the software, while completing exercises.



**Classroom** courses are traditional in-person, instructor-led classes, scheduled for a specific date, time, and location.

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### Special offerings

Lunch and Learns are online training sessions on various topics. You will learn a specific task or understand a feature that you can immediately use in your daily work. Seating is limited for Realtime classes, so sign up early.

Technical training courses are available for the more advanced system administrator or developers on your staff.

Job-related course libraries are designed for your specific job role, so you can focus on learning only the tasks you need for your day-to-day activities.

Private training requests are available by completing an online request form identifying your needs. Online and onsite options are available at hourly/daily rates. A representative will contact you and design a training plan that fits your needs.

## Course group offerings

- Introduction and overview courses
- Getting started courses
- Accounting and financials courses
- Customer service courses
- Inventory and distribution courses
- Fixed assets courses
- Manufacturing courses
- Sage Enterprise Intelligence courses
- Other reporting and productivity courses
- Technical and development courses
- What's new courses—for new releases
- Lunch and Learn topics

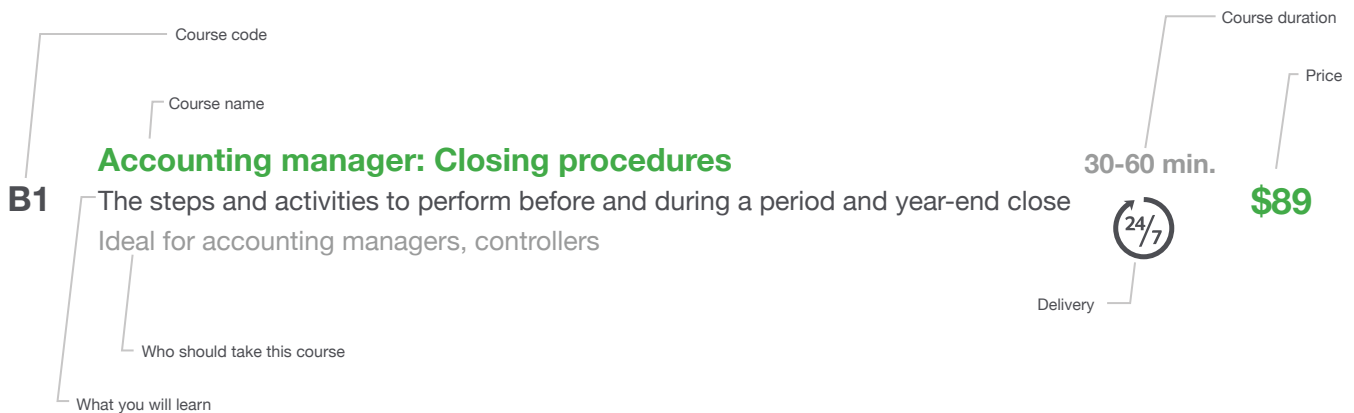
## Training/course fees

Fees vary depending on content, length of instruction, delivery method, and Sage Business Care plan. Below are ranges only; refer to Sage University and course information for current fees.

- Anytime Learning courses \$49-\$150
- Realtime Learning courses \$75-\$250
- Classroom/Virtual courses \$250-\$2,000
- Private Training: \$1,500/day onsite\*
- Private Training: \$150/hour onsite\*

\*Pricing varies based on number of students. Travel costs will be included in quote.

## How to use the catalog





Course levels	Delivery	
B = Beginner	= Anytime Learning	= Hands-on Lab
I = Intermediate	= Realtime Learning	= Classroom
A = Advanced		

## Course directory

Course name	Code	Course name	Code
Introduction and overview	In1	Lunch and Learn topics	B24, I5, A3
Getting started with Sage ERP X3	In2	Manufacturing specialist: Capacity planning	I6
Accounting manager: Closing procedures	B1	Manufacturing specialist: Mass updates, closures, and completions	I7
Accounting manager: Defining accounts and dimensions	B2	Manufacturing specialist: MRP and MPS planning	I8
Accounting manager: Entering and posting transactions	B3	Manufacturing specialist: MRP and MPS process, parameters/data	I9
Accounting manager: Organizational setup	B4	Manufacturing specialist: Production costing	I10
Accounting manager: Reporting	B5	Manufacturing specialist: Production orders	I11
Accounting manager: Understanding automatic journals	B6	Manufacturing specialist: Production reporting	I12
AP specialist: 1099s	B7	Manufacturing specialist: Tracking plans	I13
AP specialist: Employee expenses	B8	Purchasing series: Fundamentals	B17
AP specialist: Invoices and credit memos	B9	Sage Enterprise Intelligence: Administration and security	A4
AP specialist: Setup options, business partners and suppliers	B10	Sage Enterprise Intelligence: Advanced formatting, filtering/sorting	A5
AP specialist: Supplier payments	B11	Sage Enterprise Intelligence: Getting started with the basics	B18
AR specialist: Customer and sales invoicing	B12	Sage Enterprise Intelligence: Using the Add-In for Excel®	I14
AR specialist: Customer payments	B13	Sage Enterprise Intelligence: Using the OLAP manager	A6
AR specialist: Setup options, business partners and customers	B14	Sage Enterprise Intelligence: Working with graphical views	I15
AR specialist: Statements and reminders	B15	Sales series: Fundamentals	B19
Common tools	A1	Stock management series: Fundamentals	B20
Creating financial reports with Financial Data Extractor	I1	System administrator	A7
Customer service: Managing after-sales services	I2	Visual process flows	B21
Customer service: Managing leads and prospects	I3	What's new in version 7: Application changes	B22
Designing SAP® Crystal Reports for Sage ERP X3: Basics	B16	What's new in version 7: Common tools changes	A8
Development basics	A2	What's new in version 7: Navigation and UI changes	B23
Introduction to Sage Fixed Assets	I4	What's new in version 7: System administrator changes	A9





## Begin with these courses to learn the basics of your Sage ERP X3 solution

### Intro level

<b>In1</b>	<b>Introduction and overview</b> Basic architecture, navigation, personalization, process workflows, accounting structure, and how modules are integrated Ideal for all users	2 hours 	<b>\$89</b>
<b>In2</b>	<b>Getting started with Sage ERP X3</b> How to navigate in the system, create key records, and basic understanding of transactions Ideal for all users	3.5 hours 	<b>\$89</b>

## Find courses that are right for who you are and what you want to do in your Sage ERP X3 solution



### Beginner level



<b>B1</b>	<b>Accounting manager: Closing procedures</b> The steps and activities to perform before and during a period and year-end close Ideal for accounting managers, controllers	30-60 min. 	<b>\$89</b>
<b>B2</b>	<b>Accounting manager: Defining accounts and dimensions</b> How to define specific accounts and dimensions Ideal for accounting managers, controllers	30-60 min. 	<b>\$89</b>
<b>B3</b>	<b>Accounting manager: Entering and posting transactions</b> How to enter and post transactions in general ledger, understand the postings, enter journal entries, enter reversing entries and recurring entries Ideal for accounting managers, controllers	30-60 min. 	<b>\$89</b>
<b>B4</b>	<b>Accounting Manager: Organizational setup</b> How to define account plans, classes, dimensions, account core models, fiscal years, and periods Ideal for accounting managers, controllers	30-60 min. 	<b>\$89</b>











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#### Delivery

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

 = Hands-on Lab  
 = Classroom



<b>B5</b>	<b>Accounting manager: Reporting</b> How to print financial reports Ideal for accounting managers, controllers	30-60 min. 	<b>\$89</b>
<b>B6</b>	<b>Accounting manager: Understanding automatic journals</b> The accounting interface for automatic journals Ideal for accounting managers, controllers	30-60 min. 	<b>\$89</b>
<b>B7</b>	<b>AP specialist: 1099s</b> How to define 1099 settings, enter 1099 information during transaction entry, and how to report 1099 information Ideal for accounts payable specialist	30-60 min. 	<b>\$89</b>
<b>B8</b>	<b>AP specialist: Employee expenses</b> How to track and process employee expenses Ideal for accounts payable specialist	30-60 min. 	<b>\$89</b>
<b>B9</b>	<b>AP specialist: Invoices and credit memos</b> How to enter supplier invoices, including purchasing invoices Ideal for accounts payable specialist	30-60 min. 	<b>\$89</b>
<b>B10</b>	<b>AP specialist: Setup options, business partners and suppliers</b> How to define payment information, business partners, and suppliers Ideal for accounts payable specialist	30-60 min. 	<b>\$89</b>
<b>B11</b>	<b>AP specialist: Supplier payments</b> How to enter supplier payments for invoices in the Accounting or Purchasing Modules Ideal for accounts payable specialist	30-60 min. 	<b>\$89</b>
<b>B12</b>	<b>AR specialist: Customer and sales invoicing</b> How to manage and enter invoices into the Accounting and Sales Modules Ideal for accounts receivable specialist	30-60 min. 	<b>\$89</b>
<b>B13</b>	<b>AR specialist: Customer payments</b> How to enter customer payments for invoices in the Accounting and Sales Modules Ideal for accounts receivable specialist	30-60 min. 	<b>\$89</b>
<b>B14</b>	<b>AR specialist: Setup options, business partners, and customers</b> How to define payment information, business partners, and customers Ideal for accounts receivable specialist	30-60 min. 	<b>\$89</b>











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<b>B15</b>	<b>AR specialist: Statements and reminders</b> How to create and generate statements and reminders, apply payments to a specific statement Ideal for accounts receivable specialist	30-45 min. 	<b>\$89</b>
<b>B16</b>	<b>Designing SAP® Crystal Reports for Sage ERP X3: Basics</b> How to navigate in SAP Crystal Reports, plan and create new reports, add data tables, add new report to Sage ERP X3 Ideal for reporting specialist	10 hours 	<b>\$500</b>
<b>B17</b>	<b>Lunch and Learn topics</b> Varied topics Ideal for all users	30-60 min. 	<b>\$49</b>
<b>B18</b>	<b>Purchasing series: Fundamentals</b> How to define purchase orders, enter transactions, work with signature management, and run reports and inquiries Ideal for purchasing agents, inventory specialist, procurement managers	5 hours 	<b>\$250</b>
<b>B19</b>	<b>Sage Enterprise Intelligence: Getting started with the basics</b> How to navigate the interface, use the prebuilt views, add or remove dimensions, change columns in a view, apply simple filters, and use pivots and cross-tab worksheet views Ideal for report writing specialists	5 hours 	<b>\$250</b>
<b>B20</b>	<b>Sales series: Fundamentals</b> How to define price lists, enter sales transactions, work with sales signature management Ideal for sales agents	5 hours 	<b>\$250</b>
<b>B21</b>	<b>Stock management series: Fundamentals</b> How to create products, define costing and valuation rules, enter stock transactions, process shipping and receiving transactions Ideal for purchasing agents, inventory/stock specialist, warehouse/stock managers	10 hours 	<b>\$500</b>
<b>B22</b>	<b>Visual process flows</b> How to define and use visual process flows, add objects, texts, links, and actions; and how to import and export process flows Ideal for all users	1-2 hours 	<b>\$99</b>
<b>B23</b>	<b>What's new in version 7: Application changes</b> New application features available with version 7 release Ideal for all users on version prior to version 7	4 hours 	<b>\$150</b>
<b>B24</b>	<b>What's new in version 7: Navigation and UI changes</b> How to navigate and use new personalization features for version 7 Ideal for all users on version prior to version 7	3 hours 	<b>\$150</b>










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

## Intermediate level



<b>I1</b>	<p><b>Creating financial reports with Financial Data Extractor</b>            How to design and generate financial statements and inquiries using the Financial Data Extractor tool            Ideal for accounting managers, controllers, report writers</p>	5 hours 	<b>\$250</b>
<b>I2</b>	<p><b>Customer service: Managing after-sales services</b>            How to define contract templates, track service contracts, warranty vouchers, and requests, track and service requests            Ideal for customer service and sales employees</p>	5 hours 	<b>\$250</b>
<b>I3</b>	<p><b>Customer service: Managing leads and prospects</b>            How to define contract templates, track service contracts, warranty vouchers, and requests, track and service requests            Ideal for customer service and sales employees</p>	5 hours 	<b>\$250</b>
<b>I4</b>	<p><b>Introduction to Sage Fixed Assets</b>            How to define setup information, add and manage asset records, enter expenses to capitalize, calculate depreciation, and perform periodic process tasks            Ideal for asset managers, controller and accounting managers</p>	5 hours 	<b>\$250</b>
<b>I5</b>	<p><b>Lunch and Learn topics</b>            Varied topics            Ideal for all users</p>	30-60 min. 	<b>\$49</b>
<b>I6</b>	<p><b>Manufacturing specialist: Capacity planning</b>            How to load affects capacity, tools to recalculate the load and view load by site            Ideal for production managers</p>	30-60 min. 	<b>\$89</b>
<b>I7</b>	<p><b>Manufacturing specialist: Mass updates, closures and completions</b>            How to perform mass updates, closures and completions on work orders            Ideal for production managers</p>	30-60 min. 	<b>\$89</b>
<b>I8</b>	<p><b>Manufacturing specialist: MRP and MPS planning</b>            How to use the MPS and MRP planning tools, the workbench tools, group orders, and view reports            Ideal for production managers</p>	30-60 min. 	<b>\$89</b>
<b>I9</b>	<p><b>Manufacturing specialist: MRP and MPS process, parameters and data</b>            Material requirements concept and use bill of materials to calculate requirements            Ideal for production managers</p>	30-60 min. 	<b>\$89</b>







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<b>I10</b>	<b>Manufacturing specialist: Production costing</b> How to view the breakdown by cost type of the production cost price and work order valuation information, to value the production WIP, and view variances Ideal for production managers	30-60 min. 	<b>\$89</b>
<b>I11</b>	<b>Manufacturing specialist: Production orders</b> Work order concepts, how to create work orders suggested from MRP, and automatically allocate and schedule work orders Ideal for production managers	30-60 min. 	<b>\$89</b>
<b>I12</b>	<b>Manufacturing specialist: Production reporting</b> How to track released work orders, complete and close firm work order in process, and reactivate a closed work order Ideal for production managers	30-60 min. 	<b>\$89</b>
<b>I13</b>	<b>Manufacturing specialist: Tracking plans</b> How to track and understand plans Ideal for production managers	30-60 min. 	<b>\$89</b>
<b>I14</b>	<b>Sage Enterprise Intelligence: Using the add-in for Excel®</b> How to use the add-in features, create formulas, pull data from Sage Enterprise Intelligence processes using pivot tables and cubes, link to formulas and applications, and more Ideal for report writing specialists	5 hours 	<b>\$250</b>
<b>I15</b>	<b>Sage Enterprise Intelligence: Working with graphical views</b> How to work with chart, gauge, map, and dashboard views Ideal for report writing specialists	30-60 min. 	<b>\$89</b>



## Advanced level



<b>A1</b>	<b>Common tools</b> General parameters, activity codes, entry transactions, formulas, importing and exporting, workflow notifications, and much more Ideal for technical users, super users	15 hours 	<b>\$500</b>
<b>A2</b>	<b>Development basics</b> How to design tables, screens and windows, use vents and actions, debug and optimize code, develop advanced functions, and use import templates Ideal for technical users, developers	5 days 	<b>\$2,500</b>
<b>A3</b>	<b>Lunch and Learn topics</b> Varied topics Ideal for all users	30-60 min. 	<b>\$49</b>

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A4	<p><b>Sage Enterprise Intelligence: Administration and security</b>                  How to use the administrator functions to set security, assign security groups to users, configure the process designer, and use the distribution scheduler                  Ideal for technical administrators, database administrators</p>	<p>5 hours  </p>	\$250
A5	<p><b>Sage Enterprise Intelligence: Advanced formatting, filtering and sorting</b>                  How to customize views and fields, create rules, apply advanced filters, use the expression builder, and create calculated columns                  Ideal for system administrators, advanced report writers</p>	<p>3.5 hours  </p>	\$200
A6	<p><b>Sage Enterprise Intelligence: Using the OLAP manager</b>                  Key concepts of online analytical processing, features, benefits, and navigation of the OLAP manager, how to use the cube templates and create new cubes                  Ideal for technical administrators, database administrators, advanced Sage Enterprise Intelligence users</p>	<p>3 hours  </p>	\$500
A7	<p><b>System administrator</b>                  Manage security, enter, setup and monitor batch jobs, work with patches, data conversion, folder and database management and work with imports and exports                  Ideal for technical users, super users, system administrators</p>	<p>15 hours  </p>	\$500
A8	<p><b>What's new in version 7: Common tools changes</b>                  How to use the new Microsoft® Office integration, create vignettes and add to dashboards and menus, and other new features introduced with version 7                  Ideal for technical users on version prior to version 7</p>	<p>4 hours  </p>	\$150
A9	<p><b>What's new in version 7: System administrator changes</b>                  How to define servers and end points, understand user authentication, define global settings, create groups, roles, profiles and users, define collaboration functions, and more                  Ideal for technical users on version prior to version 7</p>	<p>3.5 hours  </p>	\$150

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