



# Sage 100 Training Catalogue

Sage is committed to your success. Whether you are a professional, have experience with Sage products, or are just starting, our training options will help you contribute to your company's overall success. Training can be found on Sage University: [www.sageu.com/Sage100](https://www.sageu.com/Sage100)

Sage

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# Available training methods:

## Anytime learning

Short instructor-narrated step-by-step video based on an individual topic to help you get up and running in no time. Also known as eLearning.

## Self-study training guides

Choose between:

- an eBook (12-month subscription)
- or get a hard copy shipped to you directly (shipping fees at your own cost).

# Sage Business Care Plan training discounts:

## Platinum plan

**100%** discount on Anytime learning packages

## Gold plan

**100%** discount on Anytime learning packages

## Silver plan

**10%** discount on Anytime learning packages

# New to Sage 100?

Start here:

## Getting started with Financials

Get the basic knowledge and skills necessary to use the Sage 100 financials modules: General Ledger, Accounts Payable, and Accounts Receivable.

**Topics/Videos:** 42

**Duration:** +5 hrs

**Price:** **FREE**

## Product Tour

Dive into our engaging video to master the ribbon, navigation pane, browser, and status bar.

**Topics/Videos:** 1

**Duration:** 6 mins

**Price:** **FREE**

## How to navigate both styles of the Desktop

Are you confused because some training videos show a desktop that looks different than yours? For example, some training videos show the Standard Desktop, and some show the Classic Desktop. Watch this video to see how similar the navigation is between the two desktops - and maybe learn a new way to navigate.

**Topics/Videos:** 1

**Duration:** 2 mins

**Price:** **FREE**

## Introduction and Navigation

This course will introduce you to the Sage 100 environment. You will learn how to log on and navigate the system. In addition, common tasks and features are demonstrated, including printing, using grids, customizing lookups, exporting to Excel, and using Visual Process Flows and Business Insights Explorer.

**Topics/Videos:** 15

**Duration:** +1.5 hrs

**Price:** \$99

**(FREE to platinum and gold business care customers)**



# Already a Pro?

**Learn about the latest features or get certified:**

## New product releases and updates

Explore our latest features by watching our FREE What's New videos.

**Price:** FREE



## Get certified

Set yourself apart from the crowd and get certified. Not sure if you are ready yet? **Try the free expert challenge assessment.**

**Price:** \$200 per assessment

**Expert Challenge is: FREE**

# First time running a year-end?

**Our free videos will guide you through the process:**

## Year-end

Learn about the period and year-end processes, how to print quarterly reports, payroll federal and state tax reporting, and how to reconcile the purchase clearing account.

Price: **FREE**



# Want to become a Pro in Sage 100?

We have a wide selection to help you with your journey.

## System administrator specialist

This Anytime Learning Package is for customers looking to learn the essential system administrator functions. This package also includes the Introduction and Navigation course topics to provide a robust understanding of the Sage 100 environment.

The skills you will learn in this learning package include:

- Navigating and customizing the user interface
- Configuring your system
- Creating and managing users and security rights
- Creating and managing companies
- Setting up common system information
- Monitoring and maintaining the system
- Printing reports and forms
- Using and modifying Visual Process Flows
- Using the Business Insights tools to extract business data

### Learning package:

Duration: +4 hrs

Price: \$199

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)



## General ledger specialist

This course is for customers looking for comprehensive training in the general ledger for their Sage 100 solution. It will give you the knowledge and skills necessary to set up and perform daily and periodic processing in the general ledger.

The skills you will learn in this learning package include:

- Setting up General Ledger
- Defining accounts
- Creating financial reports
- Creating journal entries
- Using allocations
- Defining budgets
- Performing period and year-end processing

### Learning package:

Duration: +3.5hrs

Price: \$169

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

## Accounts payable specialist

Comprehensive training in accounts payable. It will give you the knowledge and skills necessary to set up and perform daily and periodic processing in accounts payable.

The skills you will learn in the Accounts Receivable learning package include:

- Setting up Accounts Payable
- Creating and maintaining vendor information
- Entering invoices and making payments
- Entering debit and credit memos
- Making adjustments
- Performing periodic processing

### Learning package:

Duration: +4hrs

Price: \$239

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)



## Accounts receivable specialist

Comprehensive training in accounts receivable. It will give you the knowledge and skills necessary to set up and perform daily and periodic processing in accounts receivable.

The skills you will learn in the Accounts Receivable learning package include:

- Setting up Accounts Payable
- Creating and maintaining vendor information
- Entering invoices and making payments
- Entering debit and credit memos
- Making adjustments
- Performing periodic processing

### Learning package:

Duration: +4hrs

Price: \$239

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

## Inventory specialist

Comprehensive training in inventory. It will give you the knowledge and skills necessary to set up and perform daily and periodic processing in inventory control.

The skills you will learn in this learning package include:

- Setting up Inventory Management
- Creating and maintaining inventory items
- Processing inventory transactions
- Processing a physical inventory
- Performing periodic processing

### Learning package:

Duration: +2.5hrs

Price: \$129

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

## Sales order specialist

This Anytime Learning Package is for customers seeking comprehensive training in Sage 100 Sales Order. This package will give you the knowledge and skills necessary to set up and process all sales and shipping transactions.

In this package, you will learn how to do the following:

- Define the setup options for Sales Order
- Set up and maintain customers and customer pricing
- Enter all types of sales orders
- Print picking sheets and shipping labels
- Set up and enter shipments
- Enter invoices, payments, and adjustments
- Perform period and year-end processing

### Learning package:

Duration: +3.5hrs

Price: \$209

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

## Purchasing specialist

Comprehensive training in purchasing. It will give you the knowledge and skills necessary to set up and perform routine daily and periodic processing in purchase orders.

In this package, you will learn how to do the following:

- Set up Purchase Order
- Set up and maintain vendors
- Select items to purchase
- Enter all types of purchase orders
- Receive, return, and invoice purchased items
- Enter and issue requisitions
- Perform period and year-end processing

### Learning package:

Duration: 3 hrs

Price: \$179

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

## Payroll specialist

This Anytime Learning Package is for customers who want to know how to set up and process Payroll. This course applies to Payroll 2.x.

The skills you will learn in the complete Payroll learning package include:

- Defining Payroll setup options
- Setting up taxes
- Entering and maintaining employee information
- Entering and running Payroll
- Printing checks and direct deposit stubs
- Performing periodic processes, including Federal and state tax reporting
- Closing the quarter or year
- Using the Payroll utilities, including updating tax files
- Writing payroll reports with Personally Identifiable Information

### Learning package:

Duration: +3.5hrs

Price: \$179

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

## Job Cost specialist

This Anytime Learning Package is for customers seeking comprehensive job cost training. This package gives you the knowledge and skills to set up and process all job cost-related transactions. This training applies to Sage 100 v2018 and newer.

In this package, you will learn how to do the following:

- Set up and integrate Job Cost
- Estimate jobs
- Enter and maintain jobs
- Post job costs in other modules
- Post job costs and do billings directly in Job Cost
- Invoice jobs from Accounts Receivable
- Post invoices and costs from Sales Order
- Close jobs and perform period and year-end processing

### Learning package:

Duration: +4hrs

Price: \$199

**(FREE to platinum and gold business care customers)**

### Take the assessment:

Set yourself apart and get certified:

Price: \$200

(for 2-attempts)

# Want to learn more about a specific Sage 100 module?

**Our popular individual training topics will help get you up and running in no time**

Topics range from setting up to more advanced topics. Pricing starts from as little as \$9. Visit [www.sageu.com/Sage100](http://www.sageu.com/Sage100) to view the individual topics for the following subjects:

- Inventory Requirements Planning (IRP)
- General Ledger
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Inventory Management
- Sales Order
- Production Management
- Purchase Order
- Payroll
- Time Track (Timecard)
- Bill of Material
- Job Cost
- Setting up and Administering
- Technical Courses
- Period and Year-end
- Crystal Reports
- Sage Inventory
- Sage Payment Center
- Sage Enterprise Intelligence

# Sage Intelligence training:

## Sage Intelligence: Beginner

This course will help you start using this powerful reporting tool and show you everything you need to get started on reporting with Sage Intelligence Reporting.

**Topics/Videos:** +10

**Duration:** +1hr

**Price:** \$59

**(FREE to platinum and gold business care customers)**

## Sage Intelligence: Intermediate

Topics This course will lead you through basic report design with Sage Intelligence. In this course, you will learn to create your own reports and new data containers.

**Topics/Videos:** +7

**Duration:** +2hrs

**Price:** \$107

**(FREE to platinum and gold business care customers)**

## Sage Intelligence: Advanced

This course goes beyond the basics of Sage Intelligence to help you define more sophisticated reports and expand your knowledge of the Connector module. Additionally, dive into creating more complex reports and using more advanced functionality.

**Topics/Videos:** +10

**Duration:** +1hr

**Price:** \$122

**(FREE to platinum and gold business care customers)**

## Sage Intelligence: Financials

This learning package trains and gives you hands-on practice modifying and creating financial reports using the Sage Intelligence Report Designer. You will learn to use both the Layout Generator and the Task Pane.

**Topics/Videos:** +10

**Duration:** +3hrs

**Price:** \$153

**(FREE to platinum and gold business care customers)**



# Best value for money training packages:

## Financials specialist

This package consists of the following learning packages:

- Sage 100 general ledger specialist
- Sage 100 accounts payable specialist
- Sage 100 accounts receivable specialist

**Topics/Videos: +99**

**Duration: +11hrs**

**Individual Price:**

**\$589**

**Company-wide Price:**

**\$1 199**

**(FREE to platinum and gold business care customers)**



## Distributions specialist

This package consists of the following learning packages:

- Sage 100 inventory specialist
- Sage 100 sales order specialist
- Sage 100 purchasing specialist

**Topics/Videos: +81**

**Duration: +8hrs**

**Individual Price:**

**\$429**

**Company-wide Price:**

**\$979**

**(FREE to platinum and gold business care customers)**





# Sage University instructions:

Follow these step-by-step instructions to sign up online:

1. Visit [www.SageU.com/Sage100](http://www.SageU.com/Sage100)
2. New to Sage University? Select your product and then **Create a profile**.
3. To create a Sage University profile, you will need to log on to your **Sage account**.
4. If you do not already have a Sage account, you can create one using the "**Create account**" link found at the bottom of the login page.
5. You will need access to your email to retrieve a validation code to create your Sage account.
6. **View FAQs** about your Sage account login to learn more.
7. Once you've logged on to your Sage account, complete the Sage University profile creation form and **get started!**

**NOTE:** Creating a Sage University profile is a one-time task. Once complete, you will log on to access Sage University

For help navigating Sage University, email [SageUniversity@Sage.com](mailto:SageUniversity@Sage.com).

# Sage account versus Sage University profile

Your Sage account allows you to access different Sage products and services through a single log-on.

Fewer passwords to remember are a win for everyone!

Your Sage University profile is your personal record of training, badges, and certifications completed on Sage University.

## Price disclaimer:

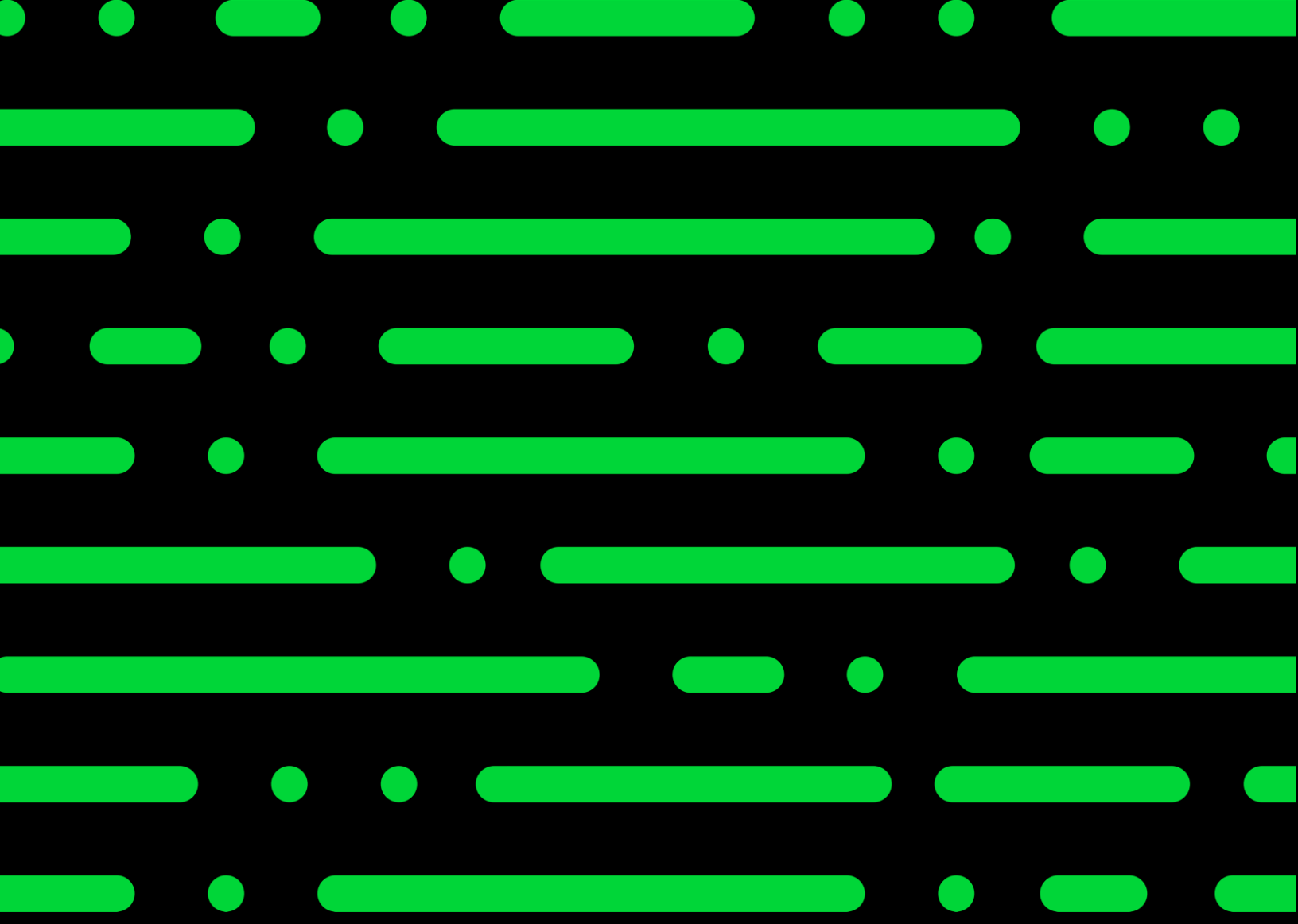
Prices and availability are subject to change without notice. While we strive for accuracy, mistakes happen. In the event of an incorrect price on a quote or order, you will be notified by email or phone and given the option to accept the corrected price or cancel the order.



Savings



Favourite with our customers



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