

Classroom course

Sage Intacct Fundamentals



This course teaches business users how to navigate and perform accounting functions using Sage Intacct. You will perform common procedures, such as entering bills and making payments; entering invoices and receiving payments; and reconciling bank statements and credit cards. You will also run standard reports to provide business and workflow insights.

Class details

Audience	This course is designed for members of the finance team who are new to Sage Intacct, need a broad understanding of the system capabilities, and want to become proficient in using Sage Intacct to execute their responsibilities.
Prerequisite(s)	<ul style="list-style-type: none">• Knowledge of basic accounting• Getting Started with Sage Intacct
Class length	Classroom: 2 days
What you need	<p>This is a hands-on course. Sage Intacct will provide a training environment for the hands-on learning activities. For this course, you need:</p> <ul style="list-style-type: none">• A network-enabled laptop (not a tablet) with Microsoft Excel.• A compatible browser (listed in Sage Intacct Help Center).
CPE credits	<ul style="list-style-type: none">• This course is eligible for 12 CPE credits.• This course program level is beginner.• The field of study is Computer Software & App.• The delivery method is Group live.• To earn CPE credits you must attend the entire course and complete the course evaluation.

Course objectives

After completing this course, you should be able to:

- Create journal entries and post to the general ledger
- Close the books and create adjustments
- Manage and reconcile cash accounts
- Process purchase requisitions, bills, and payments through the accounts payable process
- Create orders and invoices, and process payments through the accounts receivable process
- Run and manage standard reports to provide business insights



Course topics

How Sage Intacct works

- Access and navigate Sage Intacct
- Dimensions in Sage Intacct
- Multi-entity shared environment
- Applications

General ledger overview

- How the general ledger work with the subledgers
- Running General Ledger reports

General ledger accounts

- Chart of accounts and statistical accounts
- Create a general ledger account

Journal entries

- View and create journal entries
- Reverse a journal entry
- Memorized and recurring journal entries

Close the ledger

- Close and open the general ledger and subledgers
- Ways to make changes to a closed period

Cash in Sage Intacct

- How cash works in Sage Intacct
- Running Cash Management reports

Bank accounts

- Create bank accounts
- Reconcile bank accounts

Credit card accounts

- Create credit card accounts
- Paying off credit card charges
- Reconcile credit card accounts

Accounts payable process

- Steps in the accounts payable process
- Run Accounts Payable and Purchasing reports
- Purchasing versus Accounts Payable

Vendors

- Add a vendor
- AP terms

Purchasing transactions

- Enter, approve, and convert purchasing transactions

Enter bills

- Add a bill
- Add manual payments, advances, and adjustments
- Create a recurring bill

Pay bills

- Pay bills
- Available payment methods

Processing accounts receivable

- Steps in the accounts receivable process
- Run Accounts Receivable and Order Entry reports
- Order Entry versus Accounts Receivable

Customers

- Add a customer
- AR terms

Items and pricing

- Add an item
- Price lists and price lists entries

Order Entry transactions

- Enter and convert order entry transactions

Enter Invoices

- Add invoices
- Print or email invoices and statements
- Create recurring invoices
- Enter a AR adjustment

Receive payments

- Receive a payment
- Reverse a payment

Reports in Sage Intacct

- Types of reports
- Capabilities of each type of report in Sage Intacct

Standard reports

- Run, memorize, schedule, and export standard reports

Financial reports

- Run a financial report
- Capabilities of dashboards

More information

For more information regarding program cancellation policies or other concerns, contact us at training.sageintacct@sage.com.