



Sage 100 Contractor

Training Packages

Training is one of the best ways to optimize your Sage 100 Contractor software investment. With our flexible online learning sessions, you'll participate in classes right from your desk, on a schedule that works for you.

Our training packages—Essentials, Getting Started, Customer Choice, and Year-End—give new and advanced users the resources they need to take full advantage of many key features in Sage 100 Contractor, at a lower fee than if classes were purchased separately. If you decide, however, that a package is not right for you, you can always register for individual classes or a training series.

Select the training package that best meets your company's needs:

Essentials

Our Essentials package is designed to get new customers up and running quickly using recorded sessions. The package, priced at \$190, includes 7.5 hours of training in 60+ lessons organized into 12 Anytime Learning courses. Lessons offer hands-on activities that teach you program navigation as well as mission critical tasks, such as setting up your chart of accounts and entering customers, vendors, invoices, checks, and payroll.

The Essentials training package can be used by all employees of subscribing companies for one year. Employees can view these sessions as many times as they like, whenever they need to, wherever they have high-speed Internet access and a computer.

Essentials Anytime Learning Courses:

Learn Program Basics	Enter Clients and Jobs
How Menu Items Work Together	Enter Receivable Invoices and Payments
Set Up a Company	Set Up Payroll Management
Enter Starting Balances	Enter Employees
Enter Vendors and Payable Invoices	Enter Timecards and Paychecks
Pay Invoices	Set Up Security and Defaults

Getting Started With Sage 100 Contractor

This training package includes all of the recorded training from the Essentials package plus training units to register for 5 live, online classes of your choice. These training units are valid for 12 months and can be used by anyone at your organization who has the unique Key Code. Use these classes to refresh basic knowledge from any of the New Customer Training classes or to register for additional training on Service Receivables, Estimating or Project Management/Job Cost. Priced at \$290, this package is only \$100 more than Essentials and that \$100 gives you online classes that cost \$375 when purchased individually. And you get the benefit of talking with

Recommended!

Sage 100 Contractor

Anytime Learning

Essentials Training Subscription



101: Learn Program Basics

- 1: Open a Company and Navigate
- 2: Help and Resources
- 3: Data Entry Windows
- 4: Locate Records and Use Function Keys
- 5: Manage Contacts
- 6: Print Reports and Schedule Reports

102: How Modules Work Together

- 1: Modules and Data Flow
- 2: Receivable and Payable Invoices
- 3: Payroll
- 4: Project and Equipment Management
- 5: Estimating and Scheduling
- 6: Service Receivables and Inventory
- 7: Report Writer and Form Design

103: Set Up a New Company

- 1: Create a New Company Database
- 2: Set Up a Chart of Accounts
- 3: Add Accounts, Departments and Subaccounts
- 4: Create Cost Codes and Divisions
- 5: Set Up a New User

104: Enter Starting Balances

- 1: Starting Balance Entry Methods
- 2: Enter Starting Balances
- 3: Enter Net Ledger Activity
- 4: Reallocate Job Costs
- 5: Enter Startup AR Invoices
- 6: Enter Startup AP Invoices

105: Vendors and AP Invoices

- 1: Enter New Vendors
- 2: Enter AP Invoices
- 3: Job Costs and Payable Invoices
- 4: Enter Credits and Void Invoices

106: Pay Invoices

- 1: Select Invoices to Pay
- 2: Print Payable Checks
- 3: AP Reports

107: Enter Clients and Jobs

- 1: Enter a New Client
- 2: Enter a New Job
- 3: Job Options and Tax Districts

108: Enter AR Invoices and Payments

- 1: Enter AR Invoices
- 2: Enter AR Credits
- 3: Void Invoices and Use Invoice Options
- 4: Enter Cash Receipts
- 5: AR Statements and Reports

109: Set Up Payroll Management

- 1: Employee Positions
- 2: Workers' Comp Insurance
- 3: Standard Payroll Calculations
- 4: Manual Payroll Calculations
- 5: Update Payroll Calculations

110: Enter Employees

- 1: Overview of Employees Window
- 2: Details of Employees Window
- 3: Create Employee Record
- 4: Enter Startup Payroll Records

111: Enter Timecards and Print Paychecks

- 1: Create a Salaried Timecard
- 2: Create a Non-Salaried Timecard
- 3: Trial Compute Timecards
- 4: Final Compute Timecards
- 5: Print Paychecks
- 6: Post Payroll to General Ledger

112: Set Security and Defaults

- 1: Create Security Groups
- 2: Create a New User
- 3: Set Security Levels
- 4: Set Field Properties
- 5: Set Dashboard Security

Questions? Contact our training information team at 877-724-3285 or TrainingInfo.CRE@sage.com