

	Persons	Date	Initial Complete
<b>Navigation</b>			
Overview of Sage ERP			
Log in and navigation			
System Manager			
<b>Common Information</b>			
Banks			
Payment Terms			
Units of measure			
Sales Tax			
Non-inventory Item Classes			
Non-inventory Items			
Additional Options			
<b>GL Transaction</b>			
Set up General Ledger			
Chart of Accounts			
Journal Entries			
Recurring Journal Entries			
Process Allocations			
Budgets			
Intercompany Transactions			
Reporting and Processing			
Period End			
<b>AP Processing</b>			
Set up Accounts Payable			
Vendor Classes			
Maintain Vendors			
Process Vouchers			
Adjustments			
Recurring Vouchers			
Process Vouchers – Retention Vendors			
Intercompany Transactions			
Process Invoices for Payment			
Printing Checks			
Manual Checks			
Apply Payments and Memos			
Reports and Process Period End			
<b>AR Processing</b>			
Set up Accounts Receivable			
Salesperson			
National Accounts			
Customer Classes			
Maintain Customers			
Process Invoices			
Adjustments			
Recurring Invoices			
Process Cash Receipts			
Apply Payments and Memos			
Reports and Process Period End			

Processes	Persons	Date	Initial Complete
<b>Cash Management</b>			
Set up Cash Management			
Process Bank Transactions			
Deposits			
Reconcile Bank Statements			
Reports and Period End Processing			
<b>Sales Order Processing</b>			
Set up Sales Order			
Sales Order Entry			
Print/Acknowledging Sales Order			
Create Pick List			
Generate Shipment			
Print Packing List			
Process Invoice			
Reports and Period End Processing			
<b>Purchase Order Processing</b>			
Set up Purchase Order			
Enter Purchase Orders			
Print Receiving Tickets			
Process Receipt of Goods			
Process Receipt of Invoice			
Reports and Period End Processing			
<b>Inventory</b>			
Set up Inventory			
Product Lines			
Warehouse, Classes			
Maintain Items			
Maintain Inventory			
Processing Transactions in Inventory			
Pricing Tasks, Inventory Utilities and Process End Period			
<b>Other Inventory Related Transactions</b>			
Process Cost Tier Adjustment			
Demand Adjustment			
Inventory Transaction Adjustment			
Inventory Transaction Issue			
Inventory Physical Count			
Processes	Persons	Date	Initial Complete
<b>Manufacturing Processing</b>			
Set up Manufacturing			
Set up Labor			
Set up Programming			
Work Order Creation			
Work Order Printing			
Work Order Pick List			
Purchase Order for Outside Processing			
Material Issues			
Labor Entry			
Costing			
<b>MRP Processing</b>			
Set up MRP			

MRP Generation				
Work Order, Purchase Order Creation from MRP				

Processes	Persons	Date	Initial Complete
Business Insites Dashboard			
Overview of Dashboard			
Log in and navigation			
Maintain Dashboard			
Explorer			
Select Views			
Create Views and Save			
Export to Excel			
Analysis Views			
Pivot Tables Export to Excel			
Research Views			
Additional Options			
Standard Reports			
Select Criteria			
Save Criteria			
Modify View Lookup			
Export Reports			
Review and Lab Assignments			