

SAGE ERP ACCPAC Authorised Training Centre (ATC)

SAGE ERP ACCPAC SERIES

➤ **General Ledger (9 – 6pm)**

This training encompasses the use of ACCPAC General Ledger module, including:

- a) Developing budgets
- b) Overview of journal entry process
- c) Creating journal entries, reversing entries, adjustment entries, recurring entries & internal billing entries
- d) Printing GL reports

Available dates: 5 Sep, 19 Sep, 14 Oct, 12 Dec 2011, 13 Feb, 13 Apr, 15 Jun, 13 Aug 2012

➤ **Accounts Receivable (9 – 6pm)**

This training encompasses the use of ACCPAC Accounts Receivables module, including:

- a) Overview of AR process in ACCPAC & its integration to other related financial modules
- b) Creating a new customer
- c) Creating a tax invoice & Credit/Debit notes
- d) Effecting recurring billings
- e) Creating miscellaneous invoice without creating customer
- f) Matching receipts against AR invoice & writing off AR bad debts
- g) Understanding the types of credit control within AR module
- h) Generating AR Ageing Report
- i) Generating GST report
- j) Generating AR Reminder Letters
- k) Introducing AR management best practices
- l) Case studies

Available dates: 6 Sep, 20 Sep, 17 Oct, 14 Dec 2011, 15 Feb, 16 Apr, 18 Jun, 15 Aug 2012

➤ **Accounts Payable (9 – 6pm)**

This training encompasses the use of ACCPAC Accounts Payables module, including:

- a) Overview of AP process in ACCPAC & its integration to other related financial modules
- b) Creating a new vendor
- c) Creating a AP invoice, Credit/Debit notes, Delivery Order & Payment Voucher
- d) Effecting recurring payments
- e) Creating miscellaneous AP invoice without creating vendor
- f) Preparing AP invoice in foreign currency
- g) Matching payments against AP invoice
- h) Understanding the treatment of vendor who may also be your customer
- i) Generating AP Ageing Report
- j) Generating GST report
- k) Introducing AP management best practices
- l) Case studies

Available dates: 7 Sep, 21 Sep, 21 Oct, 16 Dec 2011, 17 Feb, 18 Apr, 20 Jun, 17 Aug 2012

➤ **Operational Modules Overview (9 – 6pm)**

Overview of Accpac Order Entry, Inventory Control and Purchase Order modules

This training will introduce to users the basic functions of Operational modules (OE, IC, PO) of Accpac.

Available dates: 12 Sep 2011, 19 Mar, 14 Sep 2012

➤ **Basic Financial Reporting (9 – 1pm)**

Introducing the use of embedded Financial Reporting Tool in ACCPAC GL module.

This training will empower GL users to combine the advanced features of MS Excel functions with GL to facilitate preparation of management reports.

Available dates: 8 Sep, 22 Sep, 15 Nov 2011, 12 Jan, 20 Mar, 15 May, 17 Jul, 18 Sep 2012

Upcoming IT Trainings

MICROSOFT OFFICE – APPLICATIONS FOR BUSINESS

➤ **Microsoft Excel 2010 for Executives (9 – 6pm)**

A one-day interactive session to equip you with more advanced tips to improve daily work processes through the use of MS Excel.

Topics include:

- a) Indepth understanding of FUNCTIONS
- b) Creating formulae to LOOKUP values
- c) Creating reports with SUBTOTALS
- d) FILTERING of spreadsheet data using desired conditions
- e) VALIDATING spreadsheet data
- f) ANALYSING data with PIVOT TABLES

Available dates: 13 Sep, 17 Nov 2011, 17 Jan, 22 Mar, 17 May, 19 Jul, 20 Sep 2012

Stone Forest IT (SFIT) is a leading provider of SAGE ERP ACCPAC solutions and IT Outsourcing services. SFIT is a company under the Chio Lim Stone Forest group, the largest accounting and business advisory group outside the Big 4 in Singapore.

Training Venue:

8 Wilkie Road,
#03-08, Wilkie Edge,
Singapore 228095

For more information or to register please email us at Training@StoneForestIT.com or call us at 6594 7714

Our Alliances:

- HP Gold Partner - IBM Business Partner - MICROSOFT Gold Certified Partner - MICROSOFT Small Business Specialist
- SAGE Premiere Partner - SOPHOS Managed Service Provider - SingTel Channel Partner

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