



# HANDS ON TRAINING FOR SAGE SIMPLY ACCOUNTING

## & SAGE ACCPAC ERP TOOLS

**CALL 1-888-979-9248**

**Classes Available at Barrie, Mississauga, Markham, & Ajax**

**\* Certificates issued after every class \***

<b>Course NAME</b>	<b>INTRODUCTION TO SIMPLY ACCOUNTING 2012 - SIM001</b>
	This 1 day hands-on course focuses on core topics. You will learn how to:

<b>SIMPLY ACCOUNTING 2012 FOR ADVANCED USERS - SIM002</b>
This 1 day hands-on course will be focused on supplementary operations topics including:

<b>INTRODUCTION TO SAGE ACCPAC ERP BUSINESS INTELLIGENCE</b>
This 1 day hands-on fast paced course will get you familiar with using the new reporting tool included with Sage Accpac ERP

<b>INTRODUCTION TO SAGE CRM 7.1</b>
This 1 day hands-on course will enable you to understand how to use Sage CRM

<b>Course Outline</b>	Navigate in Simply Accounting Create and configure a company Enter historical data Use General Ledger features Use Accounts Payables features Use Accounts Receivables features Perform commonly used transactions Perform transaction inquiries Backup and Restore Procedures Perform periodic processing Generate/customize forms reports Generate management reports and examine business performance
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Payroll Inventory Time & Billing Budgets Projects Departments Advanced Reporting Year End Multicurrency Security & Users Data Management Bank transactions and reconciliations
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Overview of New BI Tool Report Manager Functionality Existing Reports Running a Report Report Design Best Practices Modifying Reports
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Basic Navigation My CRM Companies People Opportunities Communications Marketing Customization Users and Teams Reports
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**PRICE \$250/day (per student)**

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**Dates of Classes:**

	Markham	Ajax	Barrie	Mississauga
<b>JAN/FEB 2012</b>	23	24	25	26
<b>MAR 2012</b>				
<b>APR 2012</b>	16	17	18	19

	Markham	Ajax	Barrie	Mississauga
	6	7	8	9
	23	24	25	26

	Markham	Ajax	Barrie	Mississauga
	5	6	7	8

	Markham	Ajax	Barrie	Mississauga
	19	20	21	22

**REGISTER TODAY (limited seating in classrooms)**

**CALL 1-888-979-9248 to book your class**