

# Upcoming IT Training / Seminars

Join us in our IT training class as we bring you the latest on the Microsoft Office Applications for Business as well as our Sage ERP ACCPAC Financial Suite of Workshops.

## Training

### MICROSOFT OFFICE - APPLICATIONS FOR BUSINESS

#### ➤ *Microsoft Excel 2007 for Executives*

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:

- Indepth understanding of FUNCTIONS
- Creating formulae to LOOKUP values
- Creating reports with SUBTOTALS
- FILTERING of spreadsheet data using desired conditions
- VALIDATING spreadsheet data
- ANALYSING data with PIVOT TABLES

*Available dates:* 22 Mar, 15 Apr, 13 May, 21 Jun, 15 Jul, 23 Aug, 16 Sep, 18 Oct, 8 Nov 2010

### SAGE ACCPAC ERP SERIES

#### ➤ *General Ledger*

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

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

*Available dates:* 15 Mar, 19 Apr, 17 May, 14 Jun, 19 Jul, 16 Aug, 20 Sep, 11 Oct 2010

#### ➤ *Accounts Receivable*

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

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

*Available dates:* 16 Mar, 20 Apr, 18 May, 15 Jun, 20 Jul, 17 Aug, 21 Sep, 12 Oct 2010

#### ➤ *Accounts Payable*

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

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

*Available dates:* 17 Mar, 21 Apr, 19 May, 16 Jun, 21 Jul, 18 Aug, 22 Sep, 13 Oct 2010

#### ➤ *Basic Financial Reporting*

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:* 11 Mar, 14 Apr, 12 May, 10 Jun, 14 Jul, 12 Aug, 15 Sep, 19 Oct, 9 Nov 2010

#### ➤ *Advanced Financial Reporting*

This course is designed to expose ACCPAC FR users to the advanced functionalities that are available in ACCPAC Financial Report Writer.

After attending this course, you will be able to create meaningful financial reports faster and more efficiently. You will also be able to present your financial information in the relevant formats required by your Head-office or Management.

*Available dates:* 18 Mar, 22 Apr, 20 May, 17 Jun, 22 Jul, 19 Aug, 23 Sep, 20 Oct, 10 Nov 2010

## Seminars

### ➤ **SMEs: What You Need To Know About IT Security & Compliance?**

Like all businesses, you rely heavily on IT to deliver your services. You provide staff with emails for business communication, notebooks for mobility and software for productivity.

How assured are you that the data entrusted by your clients is safe? Are you worried when your staff downloads free software? It is a myth that IT security and compliance are the concerns of large enterprises and comes with huge investments. With the pervasive use of IT in business today, SMEs are not spared from IT threats and compliance risks.

Join this seminar to learn about:

- a) IT threats and compliance risks facing SMEs
- b) The legal impact of using unauthorised software and how it can affect your business
- c) The real costs of losing data and how you can prevent data leakage
- d) Self-help solutions to mitigate IT threats; and
- e) Measures SMEs have adopted to protect themselves

Dates: 14 May 10, FREE Admission

Time: 9.00am - 12.00pm

### ➤ **How To Choose An Accounting System**

Through this seminar, decision makers will learn how to select an accounting system and gain useful tips on scheduling and implementing the accounting system.

It teaches you how to:

- a) Identify the different considerations when choosing a new accounting system
- b) Recognise the characteristics of a good accounting system
- c) Recognise common mistakes of selecting an accounting system
- d) Understand how to implement a new accounting system

It also includes the following highlights:

- The use of consolidation tool to manage your company's / group's financial reporting
- The availability of Government's incentives to defray your investment

Dates: 20 May 10, FREE Admission

Time: 9.00am - 11.00am (Breakfast Session)

### ➤ **IT Security and Best Practice for Non-IT Professionals**

This seminar will equip non-IT professionals with basic IT Terminologies as well as adopting IT best practices for SMEs in the areas of asset management, security management and storage management.

Topics include:

- a) Introduction to IT Terminologies
- b) Introduction to IT Best Practices
- c) Fundamental IT troubleshooting skills
- d) What you need to know of basic IT security

Dates: 16 Apr 10, FREE Admission

Time: 9.00am - 11.00am

### ➤ **Managing IT Governance in your Organisation – Taking that 1<sup>st</sup> Step**

Know what is IT Governance – Translating big thoughts and IT jargons to small views and in layman's terms

This workshop will help you:

- a) Understand how IT Governance affects our daily lives and operations: With vs Without
- b) Take baby steps in implementing IT Governance
- c) Manage the implementation process: PEOPLE vs PROCESS vs STRATEGY
- d) Measure the outcome = Manage your business risks

After completing the above, when will your responsibility end? What will happen next and will you pass the Audit?

There will be many exercises to take participants through the above key discussion.

Dates: 24 Mar 10, 14 Jul 10, FREE Admission

Time: 9.00am - 11.00am

**Stone Forest IT (SFIT)** is a leading provider of SAGE ACCPAC ERP 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.

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For more information or to register please email us at [training@stoneforest.com.sg](mailto:training@stoneforest.com.sg) or call us at 6594 7733

#### Our Alliances:

- HP Business Partner   - IBM Business Partner   - MICROSOFT Gold Certified Partner   - MICROSOFT SME IT Advisor  
- SAGE Premiere Partner   - SOPHOS Managed Service Provider   - Singtel Channel Partner