

Technisoft Service Manager Introduction

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

During this two day introductory course the user will be taken through the Service Manager functions including quotations, jobs, invoices, credit notes and projects. Topics covered will include work in progress, scheduled maintenance tasks, scheduling of resources, sub-contractors and requisitioning and Purchase Orders on Jobs.

Course duration:

This course is scheduled for two (2) days from 9:00 till 16:00.

Course pre-requisites:

Students should possess basic knowledge in bookkeeping or accounting theory, basic bookkeeping or accounting theory, and basic knowledge of Windows.

Documentation:

The following documentation is included with the course

- User guide
- User competency assessment
- Certificate of attendance

After attending you will be able to:

- Implement latest accounts payable technology and techniques
- Organise your accounts for optimum efficiency with suppliers and budget-holders
- Gain more cooperation from vendors and co-workers
- Self-audit your accounts payable process to spot-check your department's accuracy
- Benefit from expert insight into how long it should take and invoice to flow through your company
- Combat fraud with proven techniques for accounting in the digital age

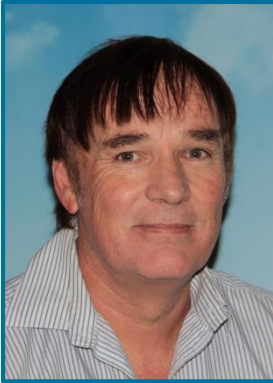
Who should attend?

- Directors of Accounts Payable
- Directors of Accounting
- Accounts Payable Managers
- Accounts Payable Supervisors
- Accounts Payable Controllers
- Accounts Payable Officers
- Accounts Payable Clerks
- Accountants
- Administration Managers
- Financial Managers
- Purchasing Managers
- Payroll Managers
- Procurement Managers
- Supply Chain Managers



The facilitator

Werner Muller



Werner Muller has been active in Accpac for twelve years and in this time he obtained a lot of practical and theoretical experience - with 30 years of accounting experience.

He came from a corporate environment as well as a training environment where he was a junior lecturer for statistics as well as applied maths. He completed his articles at Theron van der Poel and attended the university of Pretoria where he studied B-Com auditing.

He is dedicated to training since it is his passion to deliver effective meaningful skill and to uplift all the students coming through our Acctech Systems training centre.

Topics covered

- AccTech Circle of Life
- Accessing Service Manager
- Functional Overview
- Accounting and Integration
- New Features
- Use the Document programs to enter or view Documents - Jobs, Sales, Quotations, Templates, agreements, and set up recurring billing schedules, post documents due for billing, view posted documents, and perform other document related activities.
- Use the Management programs to manage Jobs, Time Entries and Time Entry Alarms, Notations and Follow-Ups, Return Authorizations, Equipment Faults, Tasks and to Search Custom Fields.
- Statistics and history programs
- Periodic processing programs to process data that is entered into Service Manager and include:
 - Meter Processing
 - Equipment Maintenance Processing
 - Day End Processing
- Online programs including:
 - Event Manager, a Customer Relationship Management tool that allows you to send email messages, for example, to your customers when Agreements or Warranty is due to expire, send correspondence to key contact persons.
 - Synchronize Outlook which provides data synchronization of tasks from Service Manager to Microsoft Outlook
- Optional add on products
- Utility programs
- Reports

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz