

COURSE OUTLINE

Sage 300 ERP Insight Report Viewer



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Course Outline

Accpac Insight is a Microsoft Excel-based reporting tool that delivers an enterprise-wide reporting; budgeting and consolidations solution allows the user to manage distribute and collaborate on data from a single, unified source.

Course duration

This course is scheduled for three hours from 9:00 till 16:00.

Course pre-requisites

Windows literate, Basic MS Office understanding.

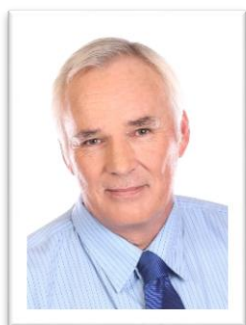
Documentation

The following documentation is included with the course

- Insight ERP user guide
- User competency assessment
- Certificate of attendance

The Facilitator

Werner Muller



Werner Muller has been active in Sage 300 ERP for twelve years and in this time has obtained a lot of practical and theoretical experience - with 30 years of accounting experience.

He comes from a corporate and training environment where he was a junior lecturer for statistics and 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 skills and to uplift all the students coming through our AccTech Systems training centre.

Topics Covered

- Introduction to Accpac Insight
 - Overview of Accpac Insight
 - Accpac Insight reports
- Overview of Accpac Insight Viewer
 - How Accpac Insight works
 - Starting Accpac Insight
 - The Accpac Insight Viewer menu commands
 - The Accpac Insight Viewer toolbars



- Generating reports with Accpac Insight Viewer
 - Creating a new report sheet
 - Refreshing existing reports
 - Refreshing existing workbooks
 - Drilling down to detail
 - Removing drill-down reports
 - Changing the source database
- Setting default locations

Venue Details

We have training facilities in Centurion.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

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

