



# AccuFund Training Boston Area

## Reports & Forms Designer and Financial Report Writer Training: May 18—21,

### Reports and Forms Designer - May 18 & 19 (2 days) - \$845 Class Fee (Course Code RFD)

Understanding the reports, form designer and columnar report writer in AccuFund. How to get data from the various modules of the system, especially issues with payroll data.

### Financial Report Writer - May 20 & 21 (2 days) - \$845 Class Fee (Course Code FRW)

Running and building financial reports, many options for accounting periods, use of classifications when appropriate.

## AccuFund Basic, Payroll Basic and Advanced Payroll Training: June 8—12, 2009

### AccuFund Basic User Training—June 8 & 9 (2 days) - \$845 Class Fee (Course Code AFB)

Ideal for a new accounting staff person or Fiscal Director who needs an overview of the AccuFund Suite. Basic User Training introduces the user to the AccuFund paradigm, including the functionality in the Query/Browsets. Hands on experience using all the modules in the AccuFund Core System, including GL Journal Entries, Accounts Payable, Cash Receipts, Bank Reconciliation and User Security. Importing and Exporting and a brief review of the Report Writers is included.

### Introduction to Payroll— June 10 (1 day) - \$445 Class Fee (Course Code PY1)

Designed for the payroll clerk who needs to run the payroll system on a daily basis. A full review of running the module and generating existing reports using the Reports and Forms Designer.

### Advanced Payroll\*\*—June 11 & 12 (2 days) - \$845 Class Fee (Course Code PY2)

This class is for an experienced and computer savvy payroll manager/clerk. We will delve into the Payroll Items and will spend a day writing payroll reports in the Reports and Forms Designer.

\*\* Requires that participants have previously taken the two day Reports & Forms Designer Class and instructor permission.

Attend multiple classes - save \$100 on each additional class. Additional students from the same organization save \$100 on each class for all classes.

All classes will be geared to end users and include significant hands-on computer time so that participants become comfortable with the features of the AccuFund Accounting Suite.

**Location:** The training sessions will be conducted at a computer training facility approximately 10 miles north of Boston, MA. Complete details will be included in your confirmation.

**REGISTRATION**— Clearly print the name of each participant and check the desired training program(s). Detailed information about the location, lodging and directions will be e-mailed to all registrants. Questions? Call us for additional information—(877)872-2228 x215. Fax back registration to 781-453-0460.

RFD = Report & Forms Designer, FRW = Financial Report Writer, AFB = AccuFund Basic Training, PY1 = Introduction to Payroll, PY2 = Advanced Payroll

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Registrant Names

Email Address

Course Selections

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