

Course/Workshop Name

Level

Presentation Style

## **COURSE OUTLINE**

**Synergy Soft Debtors**

**Essentials**

**Hands on training**

### **Who should Attend**

This course is designed for Debtors Clerks and Finance Managers who are new users to the debtors system. It can also be used as a refresher course for those already familiar with the software.

### **Prerequisites**

Attendees will need to have:

- Knowledge of SynergySoft
- Fundamental knowledge of computers
- Fundamental knowledge of MS word

### **Course Content**

- **Debtors Parameter Settings**
- **Debtor Maintenance and Enquiries**
- **Charge Types**
- **Debtors Transactions**
- **Debtors Allocation Adjustment**
- **Printing Invoices/Credit Notes/Statements**
- **Debtors Reports**
- **Debtors Interest Charges**
- **Import Debtors Invoices**