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Course/Workshop Name

Level

Presentation Style

COURSE OUTLINE

SynergySoft Excel Integration

Essentials

Hands on training

Who should Attend

Anyone within your organisation who wishes to learn how to:

- Extract data from SynergySoft to produce spreadsheets and/or
- Upload data from Excel to SynergySoft.

Prerequisites

Attendees will need to have:

- Fundamental knowledge of computer use
- General knowledge of Microsoft Windows
- General knowledge of Microsoft Excel
- Knowledge of SynergySoft General Ledger Structure

Course Content

- Starting Excel Integration
- Building of Balances
- Creating Basic Financial Reports
- Creating Budget Worksheets
- Uploading Budget Figures
- Uploading General Journals
- Examples of using Summarised Functions

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email ann.bull@itvision.com.au

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