

## Business Application Software

# Training Schedule



### To Register:

Easy Ways for You to Register for a Class:

- Complete form and Fax to: (804) 762-4195
- Call for immediate Training Class Registration: (804) 762-4200
- Or visit our website: [www.isisinc.com](http://www.isisinc.com)

## About Our Training Courses:

- All classes are 100% guaranteed.
- Training manuals provided.
- Training on other modules is also available. Ask us about training classes available based on your specific needs.
- Payment must be received 7 days prior to class date.
- To receive a full refund, class must be cancelled 7 days prior to class date.

## 4th Quarter 2009 October, November & December at Isis Headquarters in Richmond, VA

### Microsoft Dynamics: SL (formerly Solomon)

Class	October	November	December	Price
General Ledger	19			\$495.00
Accounts Payable	20			\$495.00
Accounts Receivable		16		\$495.00
Payroll		17		\$495.00

### Microsoft Dynamics: GP (formerly Great Plains)

Class	October	November	December	Price
General Ledger	21			\$495.00
Payables Manager	22			\$495.00
Receivables Manager		18		\$495.00
Payroll		19		\$495.00

### Microsoft Servers & Office

Class	October	November	December	Price
SQL Server 2005 Admin.			14	\$525.00
Windows Server 2003 Admin.		20		\$525.00
Microsoft Word			15	\$295.00
Microsoft Excel			16	\$295.00

### Other Products

Class	October	November	December	Price
Crystal Reports 10 Beginner			17	\$525.00
FRx 6.7			18	\$495.00

All classes begin at 9:00AM and end at 4:30PM. Breakfast is provided. See reverse side for course descriptions & registration.



Microsoft Business Solutions  
ISV Software Solutions  
Networking Infrastructure Solutions

2727 Enterprise Parkway, Suite 100, Richmond VA 23294 or [www.isisinc.com/Isis-Directions](http://www.isisinc.com/Isis-Directions)

# Training Class Registration Form



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 Fax completed form to: **(804) 762-4195**  
 Call for immediate Registration: **(804) 762-4200**  
 Or visit our website: **www.isisinc.com**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Course Name: \_\_\_\_\_ Additional Attendee(s): \_\_\_\_\_

## Course Descriptions

<p><b>Dynamics: SL - General Ledger</b>                      This course is designed to instruct a student on the use of the Solomon General Ledger Module. Including: Company Setup, Inter-company Entries, Accounts, Subaccounts, Journal Entries, Allocations, Setup, Budgets, Reports, etc.</p>	<p><b>Dynamics: SL - Accounts Payable</b>                      This course is designed to instruct a student on the setup and usage of the Solomon Accounts Payable module. Including: Setup, Vendor Maintenance, Terms, Voucher Entry, Check Selection &amp; Printing, Recurring Vouchers, Report Generation, etc.</p>
<p><b>Dynamics: SL - Accounts Receivable</b>                      This course is designed to instruct a student on the setup and usage of the Solomon Accounts Receivable Module. Including: Setup, Customer Maintenance, Invoice Creation, Terms, Statement Cycles &amp; Statements, Finance Charges, etc.</p>	<p><b>Dynamics: SL - Payroll</b>                      This course is designed to instruct the student on the setup and usage of the Solomon Payroll Module. Including: Setup, Employee Maintenance, Deductions, Earnings Types, Check Calculation &amp; Printing, Timesheet entry, etc.</p>
<p><b>Dynamics: GP - Receivables Management</b>                      This course is designed to instruct a student on the use and setup of the Receivables Management application. Including: creating and maintaining customers, setting up accounts, entering sales transactions and cash receipts, NSF checks, void documents, and waive finance charges. Also including: printing customer statements, reports and accessing the online inquiries, reconciliation of RM to GL, performing period-end and year-end procedures.</p>	<p><b>Dynamics: GP - General Ledger</b>                      This course is designed to instruct a student on the use and setup of the General Ledger. Including: entering journal entries, creating budgets, printing GL reports, defining inter-company relationships and entering inter-company transactions. This course also includes: creating and posting to allocation accounts, creating and printing quick financial statements, performing period-end and year-end procedures.</p>
<p><b>Dynamics: GP - Payroll</b>                      This course is designed to instruct a student on the use and setup of the Payroll application. Including: setups required in PR to process employee checks, options to speed up and simplify the setup process, recording transactions. Also including: processes required to generate checks in the PR system, reports, and the steps necessary to complete year-end in Payroll.</p>	<p><b>Dynamics: GP - Payables Management</b>                      This course is designed to instruct a student on the use and setup of the Payables Management application. Including: creating and maintaining vendor record, entering vouchers and payments, check runs, and reports. Also including: processing 1099 statements, reconciling Payables Manager to General Ledger and performing period-end and year-end procedures.</p>
<p><b>Microsoft - SQL Server 2000 Administration</b>                      This course is designed to instruct a student on the administration of Microsoft SQL Server 7.0. Including: Installation &amp; Setup, Tuning, Maintenance Plans, Backup, Recovery, Troubleshooting, Data Transformation Services, SQL Queries, Data Export, etc.</p>	<p><b>Microsoft - Windows Server 2003 Administration</b>                      This course is designed to instruct a student on the administration of Microsoft Windows Server 2003. Including: Installation &amp; Setup, Performance Tuning, Security, Domain Management, Disk Management, Backup, Recovery, Troubleshooting, etc.</p>
<p><b>Microsoft Word</b>                      This course is designed to instruct a student on usage of Microsoft Word. Including: Enter &amp; Edit Text, Save Files, Select &amp; Replace Text, Understanding Menus &amp; Toolbars, Formats, Check Spelling &amp; Grammar, Templates, Mail Merges, etc.</p>	<p><b>Microsoft Excel</b>                      This course is designed to instruct a student on usage of Microsoft Excel. Including: Enter &amp; Edit Data, Autofill Cells, Use Formulas, Use Paste Functions, Adjust Rows &amp; Columns, Charts, Setup Headers &amp; Footers, Set Print Areas, Sorting Data, etc.</p>
<p><b>Seagate Crystal Reports I</b>                      This course is designed to instruct the use of Seagate Crystal Reports with a Solomon focus. Including: Overview of the Crystal Report Designer, Basic Report Design with the Wizard, Record and Group Selection, Sorting, Grouping and Totaling, Creating and Inserting Formulas, Formatting Reports, Printing and Viewing Reports, etc.</p>	<p><b>FRx Software</b>                      An introduction to the industry standard financial report writer FRx. Including: Introduction &amp; Overview, Column Definitions &amp; Formats, Row Definition &amp; Formats, the Catalog of Reports, Reporting Tree Management, Technical Issues, Troubleshooting, etc.</p>