

Course Code (APAC)	Course Name	Medium of Training	Duration (Days)	Course Objectives	Course Outline	Singapore		Malaysia		Thailand	
						Schedule	Fee (SGD)/seat	Schedule	Fee (MYR)/seat	Schedule	Fee (THB)/seat
1	FMS-SSLA1 Infor FMS SunSystems v4.3x Ledger Accounting - Basic (1)	English	1.0	<p>Course Objectives :</p> <ul style="list-style-type: none"> - Understand basic setup including Chart of Accounts, T-codes, data entry, inquiry & reporting, budgets, multi-currency, month-end and year-end procedures. <p>Pre-requisite :</p> <ul style="list-style-type: none"> - Knowledge of finance and accounting. 	<p>Course Outline :</p> <ul style="list-style-type: none"> - Introduction and Overview - Logging into SunSystems - Setting up your Reference Information - Transaction Entry - Viewing Reports - Multicurrency - Managing Budgets - Periodic Processing - Setup Flow & Data Flow - Handling Other System Problems <p>Audience :</p> <ul style="list-style-type: none"> - Users with Finance & Accounting background. 	19-Dec 19-Jan 17-Feb	650	20-Dec 20-Jan 20-Feb	800	19-Dec 19-Jan 17-Feb	8,000
2	FMS-SSLA2 Infor FMS SunSystems v4.3x Ledger Accounting - Basic (2)	English	0.5	<p>Course Objectives :</p> <ul style="list-style-type: none"> - Managing account receivables, account payables, defining ledger default. <p>Pre-requisite :</p> <ul style="list-style-type: none"> - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1). 	<p>Course Outline :</p> <ul style="list-style-type: none"> - Account Allocation - Managing Debtors - Dealing with Creditors - Automate Data Entry - Establishing Ledger Rules - Transferring Data to and from SunAccount - Setup Flow & Data Flow - Handling Other System Problems <p>Audience :</p> <ul style="list-style-type: none"> - Users with Finance & Accounting background and users handling accounts receivable and accounts payable tasks. 	20-Dec am 20-Jan am 20-Feb am	325	19-Dec am 19-Jan am 17-Feb am	400	20-Dec am 20-Jan am 20-Feb am	4,000
3	FMS-SSLACS Infor FMS SunSystems v4.3x Ledger Accounting Case Study	English	0.5	<p>Course Objectives :</p> <ul style="list-style-type: none"> - Practise how to setup a company and related master records such as Chart of Accounts, T-Codes, Journal Types etc. <p>Pre-requisite :</p> <ul style="list-style-type: none"> - Infor FMS SSLA-1 & SSLA-2 SunSystems v4.3x Ledger Accounting - Basic (1) + Basic (2). 	<p>Course Outline :</p> <ul style="list-style-type: none"> - Case Studies. <p>Audience :</p> <ul style="list-style-type: none"> - Users with Finance & Accounting background and users responsible for maintaining master records in Ledger Accounting. 	20-Dec pm 20-Jan pm 20-Feb pm	325	21-Dec pm 19-Jan pm 16-Feb pm	400	20-Dec pm 20-Jan pm 20-Feb pm	4,000
4	FMS-SSFRCS Infor FMS SunSystems v4.3x Ledger Accounting Financial Report Writer + Case Study	English	1.0	<p>Course Objectives :</p> <ul style="list-style-type: none"> - Understand and practise how to use reporting tools in SunSystems. Reporting tools include Financial Analysis, Financial Statements & Financial Tables. <p>Pre-requisite :</p> <ul style="list-style-type: none"> - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1). 	<p>Course Outline :</p> <ul style="list-style-type: none"> - Introduction to Report Writer - Financial Analysis - Financial Statements - Financial Tables - Consolidation Ledgers in Different Currencies - Case Study <p>Audience :</p> <ul style="list-style-type: none"> - Users with Finance & Accounting background and users responsible for financial and management reporting. 	16-Dec 16-Jan 16-Feb	650	15-Dec 17-Jan 17-Feb	800	16-Dec 16-Jan 16-Feb	8,000

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5	FMS-SSAR Infor FMS SunSystems v4.3x Fixed Asset Register	English	0.5	Course Objectives : - Understand asset record setup, operation includes calculate depreciation, assets disposals and reporting. Pre-requisite : - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1).	Course Outline : - Introduction - Recording and Depreciating Assets - Maintaining the Register - Analysing Your Assets - Calculating Depreciation - Disposing of an Asset Audience : - Users with Finance & Accounting background and users responsible for maintaining fixed assets records.	14-Dec am 13-Jan am 14-Feb am	325	15-Dec am 16-Jan am 15-Feb am	400	14-Dec am 13-Jan am 14-Feb am	4,000
6	FMS-SSCO Infor FMS SunSystems v4.3x Corporate Allocations	English	0.5	Course Objectives : - Understand the setup includes allocation sources, allocation targets and allocation ratios, and the operation of cost & expense allocations. Pre-requisite : - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1).	Course Outline : - Introduction and Overview - Setting Up the Allocation Process - Creating Allocation Ratios - Answers to Exercises Audience : - Users with Finance & Accounting background and users responsible for cost and management accounting.	14-Dec pm 13-Jan pm 14-Feb pm	325	15-Dec pm 16-Jan pm 15-Feb pm	400	14-Dec pm 13-Jan pm 14-Feb pm	4,000
7	FMS-SSSM Infor FMS SunSystems v4.3x System Security & Maintenance	English	0.5	Course Objectives : - Understand company setup, backup \ restore, data archiving, system security and printing setup. Pre-requisite : - Knowledge of finance and accounting, OS and database.	Course Outline : - SunSystems Maintenance - Period Cleardown - Security - Printing - Background Color in SunSystems - Setup Flow and Data Flow - Handling Other System Problems Audience : - Finance and IT users responsible for day-to-day maintenance of SunSystems.	15-Dec 16-Jan 15-Feb	325	16-Dec 17-Jan 16-Feb	400	15-Dec 16-Jan 15-Feb	4,000
8	FMS-SSRD Infor FMS SunSystems v4.3x Report Definition (RD)	English	1.0	Course Objectives : - Understand and practise how to set up documents like journal listing, cheque & remittance. Pre-requisite : - Infor FMS SSLA-1 & SSLA-2 SunSystems v4.3x Ledger Accounting - Basic (1) + Basic (2).	Course Outline : - Introduction to Listing Reports - Creating a Listing Report - Introduction to Documents - Creating a Document - Report Definition in SunBusiness Audience : - Finance and IT users responsible for maintenance of document formats.	16-Dec 17-Jan 16-Feb	650	14-Dec 13-Jan 13-Feb	800	16-Dec 17-Jan 16-Feb	8,000
9	FMS-SSIC Infor FMS SunSystems v4.3x Inventory Control - Basic	English	1.0	Course Objectives : - Understand inventory record setup, operation and reporting.	Course Outline : - Structuring the Ledger - Entering a Simple Stock Movement - The Stock Movement Cycle - Stock Inquires and Reports - Stock Take Cycle - Inventory Control Exercise - Inventory Control Answer	20-Dec 19-Jan 21-Feb	650	19-Dec 20-Jan 22-Feb	800	20-Dec 19-Jan 21-Feb	8,000

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				Pre-requisite : - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1).	Audience : - Users responsible for inventory records.						
10	FMS-SSPO Infor FMS SunSystems v4.3x Purchase Order Processing - Basic	English	1.0	Course Objectives : - Understand purchase order setup, operation and reporting. Pre-requisite : - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1).	Course Outline : - Structuring The Ledger - Simple Purchase Invoicing - The Full Purchase Order Cycle - Cost Adjustments and Adding Additional Costs - On Screen Inquiries and Reports - Purchase Order Processing Exercise - Purchase Order Processing Answer Audience : - Users responsible for handling purchase orders.	21-Dec 20-Jan 22-Feb	650	16-Dec 16-Jan 16-Feb	800	21-Dec 20-Jan 22-Feb	8,000
11	FMS-SSSO Infor FMS SunSystems v4.3x Sales Order Processing - Basic	English	0.5	Course Objectives : - Understand sales order setup, operation and reporting. Pre-requisite : - Infor FMS SSLA-1 SunSystems v4.3x Ledger Accounting - Basic (1).	Course Outline : - Introduction and Overview - Structuring the Ledger - Entering a Simple Sales Order - The Full Sales Cycle - Sales Inquires and Reports - Sales Order Processing Exercise - Sales Order Processing Answer Audience : - Users responsible for handling sales orders.	22-Dec am 20-Jan am 23-Feb am	325	15-Dec am 17-Jan am 17-Feb am	400	22-Dec am 20-Jan am 23-Feb am	4,000