| Course Name | Description | Pre-requisite | Discipline | No Sessions (3 Hours) | Virtual Training Dates | Customer Price Per Delegate |
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| **SYSPRO Orientation** | This instructor led virtual training course. SYSPRO understand that when faced with new software, it can be overwhelming for operators to navigate through the menus and programs. The SYSPRO Orientation course will familiarise you with SYSPRO the company, the SYSPRO menus and the user interfaces. Tasks are provided so you can practice navigating through SYSPRO and learn to customise your screens. | Basic Computer skills | Foundation | 1 | 25 February 2022<br>28 March 2022<br>25 April 2022<br>26 May 2022<br>27 June 2022<br>26 August 2022<br>26 September 2022<br>28 October 2022<br>28 November 2022 | **R   950,00** |
| **Customisation** | This instructor led virtual training course will cover customisation features and activities.<br>Discover the world of Power tailoring and Customisation capabilities available in SYSPRO. From screen changes to flow graphs all this Customisation is in the hands of the non-developer and can be achieved as standard. | Basic Computer skills and general SYSPRO navigation | Foundation | 4 | 01-04 March 2022<br>09-12 May 2022<br>11-14 July 2022<br>26-29 September2022<br>05-08 December 2022 | **R  3 800,00** |
| **System Administration** | This instructor led virtual training course will cover System Administration and Security.<br>Learn all about how to administer SYSPRO using Roles, Security, Electronic Signatures, Tasks and Automation. Includes administration tools which can be used to monitor the system and security. | Basic Computer skills and general SYSPRO navigation | Foundation | 3 | 07-09 February 2022<br>19-22 April 2022<br>06-09 June 2022<br>15-18 August 2022<br>14-17 November 2022 | **R  3 800,00** |
| **Technical Aware (Customer)** | This instructor led virtual training course will cover the SYSPRO Architecture, Environment, Services, and Troubleshooting. | Basic Computer skills and general SYSPRO navigation | Foundation | 2 | 11-12 April 2022<br>04-05 July 2022<br>10-11 October 2022 | **R  1 900,00** |

| Course | Description | Prerequisites | Category | Days | Dates | Price |
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| **Accountant / Bookkeeper - Cash Book** | This instructor led virtual training course will cover the Cash Book activities.<br>Learn how to process all transactions types within the Cash Book and make use of the cash flow forecasting functionality. | Basic Computer skills and general SYSPRO navigation | Financial | 2 | 11-12 April 2022<br>13-14 June 2022<br>22-23 August 2022<br>17-18 October 2022<br>05-06 December 2022 | **R 1 900,00** |
| **Accountant / Bookkeeper - General Ledger** | This instructor led virtual training course will cover the General Ledger activities.<br>Learn all about the journals processed within the General Ledger, analysis and journal creation tools. Get better into the integration between sub-ledgers and ledgers in order to assist with Balancing. | Basic Computer skills and general SYSPRO navigation | Financial | 2 | 13-14 April 2022<br>15-16 June 202<br>24-25 August 2022<br>19-20 October 2022<br>07-08 December 2022 | **R 1 900,00** |
| **Assets** | This instructor led virtual training course will cover the business processes for Assets: Obtain-Maintain-Dispose.<br>Learn about the Assets module and how it can be used for capex projects, performing counts and transaction processing throughout the assets life cycle. Includes setting up of master data used in integration, processing and reporting. | Basic Computer skills and general SYSPRO navigation | Financial | 2 | 14-15 February 2022<br>28-29 March 2022<br>05-06 May 2022<br>06-07 July 2022<br>05-06 September 2022<br>03-04 November 2022 | **R 1 900,00** |
| **Contact Management System** | This instructor led virtual training course will cover the Contact Management System activities.<br>Learn all about how to record contacts and communication with an organisation's business partners, suppliers and customers in the Contact Management System module. | Basic Computer skills and general SYSPRO navigation | Financial | 1 | 07-08 March 2022<br>06-07 June 2022<br>05-06 September 2022<br>01-02 December 2022 | **R 950,00** |
| **Financial Report Writer** | This instructor led virtual training course will cover how to create reports using the Financial Report Writer, which is specifically designed to extract data from the General Ledger. | Basic Computer skills and general SYSPRO navigation | Financial | 4 | 10-11 March 2022<br>09-10 June 2022<br>07-08 September 2022<br>12-13 December 2022 | **R 3 800,00** |

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| **Payables Clerk & Manager** | This instructor led virtual training course will cover the financial activities within the purchasing cycle:  Require-Procure-Pay. Learn about Accounts Payable and how it can be used to setup suppliers and contracts within SYSPRO.  Learn how different transaction types are processed against a supplier, which includes invoices, GRN matching and payments. | Basic Computer skills and general SYSPRO navigation | Financial | 1 Day 2 | 10 February 2022 19-20 April 2022 22-23 June 2022 02-03 August 2022 06-07 October 2022 | **R  1 900,00** |
| **Receivables Clerk & Manager** | This instructor led virtual training course will cover the financial activities within the sales cycle:  Prospect-Transact-Care. Learn about Accounts Receivable and how it can be used for credit management, customer setups and prospect management.  See how different types of transactions are recorded against customers, which includes invoices, credit notes, debit notes and payments. | Basic Computer skills and general SYSPRO navigation | Financial | 1 Day 2 | 11 February 2022 21-22 April 2022 20-21 June 2022 04-05 August 2022 04-05 October 2022 | **R  1 900,00** |
| **General Ledger Integration** | This instructor led virtual training course will cover to integrate sub-ledgers with the General Ledger to automate the transfer of transaction information from the sub-ledgers to the General Ledger. You can define which modules (sub-ledgers) to link to the General Ledger and the level of detail recorded for the transactions in the General Ledger. You can also select to post journals created from transactions in the sub-ledgers automatically into the General Ledger, without operator intervention. | Basic Computer skills and general SYSPRO navigation | Finance | 2 | 09-10 May 2022 08-09 August 2022 07-08 November 2022 | **R  3 800,00** |
| **Buyer and Purchasing Manager** | This instructor led virtual training course will cover the distribution activities within the purchasing cycle:  Require-Procure-Pay. Learn about using the requisition system prior to creating purchase orders for suppliers.   Includes creating requisitions and purchase orders from other inputs and the receipt of purchase orders. | Basic Computer skills and general SYSPRO navigation | Distribution | 2 | 14-15 February 2022 11-12 May 2022 07-08 September 2022 12-13 December 2022 | **R  1 900,00** |

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| **Inventory Controller / Manager** | This instructor led virtual training course will cover the distribution perspective of Inventory Control.<br>Learn about setting up stock codes, warehouses and making use of the stock take system to manage inventory counts. Includes the processing of transactions, goods delivery and receipt management within SYSPRO. | Basic Computer skills and general SYSPRO navigation | Distribution | 4 | 14-17 March 2022<br>16-17 May 2022<br>18-21 July 2022<br>12-15 September 2022<br>14-17 November 2022 | **R 3 800,00** |
| **Landed Cost Tracking** | This instructor led virtual training course will cover the foreign shipment activities within the purchasing cycle: Require-Procure-Pay.<br>Learn all about managing imports by configuring setups used to drive results in the Landed Cost Tracking module. Includes processing and receipting the shipment within SYSPRO. | Basic Computer skills and general SYSPRO navigation | Distribution | 2 | 17-18 February 2022<br>23-24 May 2022<br>27-28 September 2022<br>03-04 November 2022 | **R 1 900,00** |
| **Salesperson / Sales Order Entry Clerk** | This instructor led virtual training course will cover the distribution perspective of the sales cycle: Prospect-Transact-Care.<br>Learn about the setups, pricing and processing of different types of sales orders and the processes they follow to delivery. Includes management of customer returns and sales analysis within SYSPRO. | Basic Computer skills and general SYSPRO navigation | Distribution | 4 | 21-24 February 2022<br>23-26 May 2022<br>02-05 August 2022<br>21-24 November 2022 | **R 3 800,00** |
| **Point of Sale Processing** | This instructor led virtual training course will cover Point of Sale transactions and activities.<br>Learn all about transaction processing and understand the tools available in SYSPRO Point of Sale across the store sales process.<br>For the user to be empowered and knowledgeable in the areas of Sales and Stock Management. | Basic Computer skills and general SYSPRO navigation | Distribution | 2 | 09-10 March 2022<br>20-21 June 2022<br>17-18 October 2022 | **R 1 900,00** |
| **Point of Sale Cash Up and End of Day** | This instructor led virtual training course will cover supervisor Cash Up, End of Days, Branch Settings and Manage Online in SYSPRO Point of Sale across the supervisor sales process. | Basic Computer skills and general SYSPRO navigation | Distribution | 2 | 14-15 March 2022<br>27-28 June 2022<br>24 October 2022 | **R 1 900,00** |

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| **Bill of Material** | This instructor led virtual training course will cover the Bill of Materials creation and activities.<br>Learn all about Bill of Materials and how this module enables you to create and maintain a model of your manufactured or assembled products, including what-if costing scenarios. | Basic Computer skills and general SYSPRO navigation | Manufacturing | 4 | 21-24 February 2022<br>04-07 April 2022<br>13-16 June 2022<br>15-18 August 2022<br>04-07 October 2022 | R 3 800,00 |
| **Work in Progress** | This instructor led virtual training course will cover the Quotations and Work in Progress activities.<br>Learn how to use the Quotations module to produce quotes with multiple offers for stocked and/or customized (estimated) items for existing or prospective customers.  Use Work in Progress to accurately control costs of work orders currently in progress by tracking the material, labour, resource utilization and activity of the manufacturing process, while managing the performance of the shop floor. | Basic Computer skills and general SYSPRO navigation | Manufacturing | 4 | 14-17 March 2022<br>11-14 April 2022<br>20-23 June 2022<br>22-25 August 2022<br>10-13 October 2022 | R 3 800,00 |
| **Material Requirements Planning** | This instructor led virtual training course will cover Material Requirements Planning activities.<br>Learn about the Material Requirements Planning module and how it uses projected demand and supply to assist in planning and creating realistic production, purchasing and supply transfer schedules. | Basic Computer skills and general SYSPRO navigation | Manufacturing | 4 | 22-25 March 2022<br>19-22 April 2022<br>27-30 June 2022<br>12-15 September 2022<br>07-10 November 2022 | R 3 800,00 |
| **SYSPRO Reporting Services** | This instructor led virtual training course will cover how easy it is to change an existing report based on your requirements.  Creating of new reports from SYSPRO Business Objects, and reports that call directly to a SQL table/view, or pull multiple data sources together using Crystal | Basic Computer skills and general SYSPRO navigation | Reporting | 5 | 21-25 February 2022<br>04-08 April 2022<br>04-08 July 2022<br>19-23 September 2022<br>21-25 November 2022 | R 4 750,00 |

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| **Espresso Administration Overview** | This half day instructor led virtual training course will cover Espresso Administration. Learn all about the way administration of Espresso can be done from both a SYSPRO and Espresso perspective. This incorporates learning about the tools which assist in making the user's experience easier, more intuitive and secure. | Basic Computer skills and general SYSPRO navigation | External Integration | 1 | 23 March 2022 11 July 2022 01 December 2022 | **R 950,00** |
| **Espresso Users Overview** | This half day instructor led virtual training course will cover Espresso activities and navigation. Learn to navigate through Espresso menus and applications. Usability of queries, transactions and maintenance applications for day to day use. | Basic Computer skills and general SYSPRO navigation | External Integration | 1 | 24 March 2022 12 July 2022 02 December 2022 | **R 950,00** |
| **Power Tailoring - Development** | This instructor led virtual training course will cover the world of Power Tailoring and Customisation capabilities available in SYSPRO from a developer perspective. Learn about screen changes, VB scripts, creating custom panes, building applications and troubleshooting. | Basic Computer skills and general SYSPRO navigation | Development | 4 | On Request | **R 3 800,00** |
| **SYSPRO Process Modeling** | This instructor led virtual training course will cover using SYSPRO Process Modeling to assist in realizing the company's strategy into a set of business processes. Including to match the company's business processes directly to the SYSPRO application set of functions and features, all of which would reside on one database as the customer-specific solution. | Basic Computer skills and general SYSPRO navigation | Business Processes | 4 | On Request | **R 3 800,00** |

**Rules and Regulations**

The following rules and regulations apply:

- All scheduled courses will be trained on SYSPRO 8
- All scheduled courses are delivered Virtually via Microsoft Teams
- Payment must reach us before or on the date of the course as, regretfully, we cannot accept delegates who have not paid, unless alternative arrangements have been agreed
- Invoices will be emailed out before the start of the course
- Payment for training is separate and will not be offset against any payments due
- **Any delegates cancelling their bookings less than five working days before the commencement of any course will be: liable for the full fee; however, substitutions can be made at any time up to the start of the course.**
- All costs quoted EXCL. VAT
- Please note that all costs quoted is only valid for SOUTH AFRICA

SYSPRO reserves the right to cancel any course 5 days prior to the commencement of the course if there are insufficient delegates booked on the course

Should the above dates not suit your needs or if you would like to arrange an in-house training course, please contact us at training@za.syspro.com