
SYLLABUS – PROJECT MANAGEMENT USING ACOMBA PROFESSIONAL SERVICES SUITE

CONFIGURATION

- Adaptation and modification of the configuration
- Introduction to available Professional Services functions

FILE MANAGEMENT

- Creation and modification of customer files
- Creation and modification of mandate files
- File tab functions
- Creation and modification of counsellor files
- Use of product files

BUDGETS

- Creation and modification of budgets
- Methods for creating budget lines
- Orders and bids from the budget
- Budgets and budget reports follow-up

WORK IN PROGRESS ENTRY

- Entry one at a time
- Batch entry
- Supplier invoice entry
- Transaction and file transfer

INVOICING

- Invoice creation
- Creation of transactions in invoicing
- Package invoicing
- Progressive invoicing
- Draft invoices
- Invoice editing
- Overpricing and underpricing
- Invoice validation and printing

REPORTS

- Daily report
- Aged trial balance
- Specific lists and reports

ADMINISTRATION AND TOOLS

- Permissions and access control
- Payroll transfer
- Excel timesheet importation
- Inverter
- Field modification
- Personnel agency
- Active users and update
- Trust
- Advances
- Data+ files