

# PARAGON

The Midwest's Leading  
Sage Accpac Solution Provider

## Consulting Group

### Training Manual Order Form

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Sage Accpac ERP Training Manuals	Quantity	Special Instructions
System Manager		
General Ledger		
Financial Reporter		
Accounts Payable		
Accounts Receivable		
Order Entry		
Inventory Control		
Purchase Orders		
Project & Job Costing		
US Payroll or Canadian Payroll		
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Pricing Information	
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1-3	\$100
4-6	\$95
7-9	\$90
10 +	\$85

+ Shipping & Handling  
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# Training Manuals Are Your Key to Mastering ACCPAC

## Why choose ACCPAC Training Manuals?

ACCPAC training manuals are the perfect way for you to learn the day-to-day use of ACCPAC Advantage Series at your own pace. The manuals are thorough, providing you with a plethora of information at your fingertips. The guides are user-friendly and are organized according to the needs of a typical ACCPAC user. ACCPAC-related concepts are discussed according to real-life instances, giving you information that is specific to your business learning needs.

### Design

Depending on the circumstances, most people learn in one of two ways. They either work from start to finish through a body of material, or they jump right into the middle of it, acquiring the big picture as they go along. ACCPAC manuals rely on the principles of instructional design, supporting both learning styles. More importantly, the guides help you learn quickly and become more productive with ACCPAC.

### Organization and Navigability

ACCPAC training manuals are organized consistently and provide a rich variety of navigational features. Every chapter uses the same structure, and each section begins with a road map of where it's going. Every manual features a detailed table of contents, as well as a comprehensive index, making them a superior tool for periodic reference.

### Structured Learning

ACCPAC training manuals are organized to maximize your learning. Each chapter provides both learning objectives and concepts important to the chapter's tasks.

The following manuals are available to increase your understanding of ACCPAC:

- **ACCPAC Accounts Payable Manual** includes comprehensive discussions of Vendor setup, invoicing, payments, processing and reporting within ACCPAC's Accounts Payable module.
- **ACCPAC Accounts Receivable Manual** includes detailed discussions of Customer setup, invoicing, receipts, processing and reporting within ACCPAC's Accounts Receivable module.
- **ACCPAC Financial Reporter Manual** includes needed discussions of Financial Report Setup in Microsoft Excel, including the various formulas, formatting and techniques to create your own financial statements.
- **ACCPAC General Ledger Manual** includes thorough discussions of the Chart of Accounts, Journal Entries, detailed reporting and other core components of the General Ledger.
- **ACCPAC Inventory Control Manual** contains a comprehensive review of the setup of Items and Item groups, creation and posting of transfers, receipts and periodic adjustments, and Inventory Controls interaction with Order Entry and Purchase Orders.
- **ACCPAC Order Entry Manual** contains a comprehensive review in the creation and processing of orders from beginning to end. It also includes a discussion of the module's integration with Inventory Control and Accounts Receivable.
- **ACCPAC Project and Job Costing Manual** contains a comprehensive review in the creation and posting of contracts and jobs. It also includes a discussion of the module's estimating capabilities as well as its integration with Accounts Receivable, Accounts Payable, Inventory Control and Payroll.
- **ACCPAC System Manager Manual** includes thorough discussions of Bank Manager, Security and setting up ACCPAC Advantage's core features.