



To empower customers' business growth through perpetual advancement of quality solutions and services

## Financial Reports Design Training for Sage Accpac User

In the training, we will teach you how to fully utilize your Sage Accpac to generate useful analytical financial reports easily and quickly.

### Course Coverage:

- ◇ Basic Operation
  - Using FR Function in Excel
- ◇ Case Study 1
  - Diagnosis your Profit and Loss
- ◇ Advance Operation
  - Set up Criteria within Column Specification
- ◇ Case Study 2
  - Monthly Expenses Distribution
- ◇ Hands on Exercises

**Please contact our staff now!**

| Sample Company Inc.                           |                           |                   |                   |                   |                   |                     |                |                     |                |
|---|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------|---------------------|----------------|
| Profit analysis for the month of 31 May, 2010 |                           |                   |                   |                   |                   |                     |                |                     |                |
|   |                           | Last Month        |                   | Current Month     |                   | Year-To-Date        |                |                     |                |
|   |                           | Actual            | Budget            | Actual            | Budget            | Actual              | % to Sales     | Budget              | % to Sales     |
| <b>Revenue</b>                                |                           |                   |                   |                   |                   |                     |                |                     |                |
| 4000  | Sales                     | 328,550.62        | 520,000.00        | 185,149.44        | 220,000.00        | 4,621,249.67        | 69.12%         | 4,640,000.00        | 69.70%         |
| 4000-100                                      | Sales                     | 412,953.08        | 35,954.58         | 485,543.70        | 10,980.78         | 2,054,570.88        | 28.73%         | 231,594.71          | 4.48%          |
| 4000-200                                      | Sales                     | 203,279.43        | 33,740.95         | 343,915.32        | 14,275.02         | 1,011,382.70        | 13.16%         | 301,073.12          | 5.82%          |
|   |                           | <u>944,793.13</u> | <u>579,695.53</u> | <u>925,627.46</u> | <u>245,255.80</u> | <u>7,687,311.25</u> | <u>100.00%</u> | <u>5,172,667.83</u> | <u>100.00%</u> |
| <b>Expenses</b>                               |                           |                   |                   |                   |                   |                     |                |                     |                |
| 6000  | Accounting and legal fees | 25,950.65         | 20,000.00         | 11,631.72         | 20,000.00         | 66,749.03           | 0.74%          | 100,000.00          | 1.83%          |
| 6120  | Commissions               | 128,128.95        | 83,333.33         | 597,374.82        | 83,333.33         | 1,419,660.80        | 18.47%         | 416,866.65          | 8.06%          |
| 6140  | Delivery and distribution | 49,359.74         | 35,000.00         | 195,319.22        | 35,000.00         | 454,758.42          | 5.92%          | 175,000.00          | 3.38%          |
| 6760  | Wages casual, direct      | 22,949.50         | 35,750.00         | 20,947.02         | 36,000.00         | 103,917.57          | 1.35%          | 177,500.00          | 3.43%          |
|   |                           | <u>317,487.86</u> | <u>174,083.33</u> | <u>825,272.78</u> | <u>174,333.33</u> | <u>2,035,290.62</u> | <u>26.48%</u>  | <u>869,166.65</u>   | <u>16.69%</u>  |
| <b>Net Profit / Loss</b>                      |                           | <u>627,305.27</u> | <u>405,612.20</u> | <u>100,354.68</u> | <u>70,922.47</u>  | <u>5,652,017.41</u> | <u>73.52%</u>  | <u>4,303,501.18</u> | <u>83.31%</u>  |

|                 |  |
|-----------------|--|
| <b>Date:</b>    | 13 Jan 2012(Friday)<br>10 Feb 2012 (Friday)<br>09 Mar 2012 (Friday)  |
| <b>Time:</b>    | 2:30p.m. to 5:30p.m.   |
| <b>Venue:</b>   | Data World Solutions Limited,<br>Unit 2606-2610, 26/F., Manhattan Place,<br>23 Wang Tai Road, Kowloon Bay, Hong Kong |
| <b>Medium:</b>  | Cantonese  |
| <b>Enquiry:</b> | 2187 2000  |

**10 SEATS ONLY** (computer provided)! Pre-registration is required and are on first-come-first-serve basis.

\* Full payment should be made to Data World in advance before confirmation of booking.

ENROLMENT FORM ----- Fax: 2185 0313 / E-mail: [event.solutions@dataworld.com.hk](mailto:event.solutions@dataworld.com.hk)

[  ] I would like to join the training. Please reserve \_\_\_\_\_ seat(s).  
 13 Jan 2012     10 Feb 2012     09 Mar 2012  
 Please mark a tick "✓" in the box

[  ] I cannot join the training, please notify me when there is a new training class.

Company Name: \_\_\_\_\_ Your Name: (Mr. / Ms.) \_\_\_\_\_  
 Business Nature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Employee Size: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_