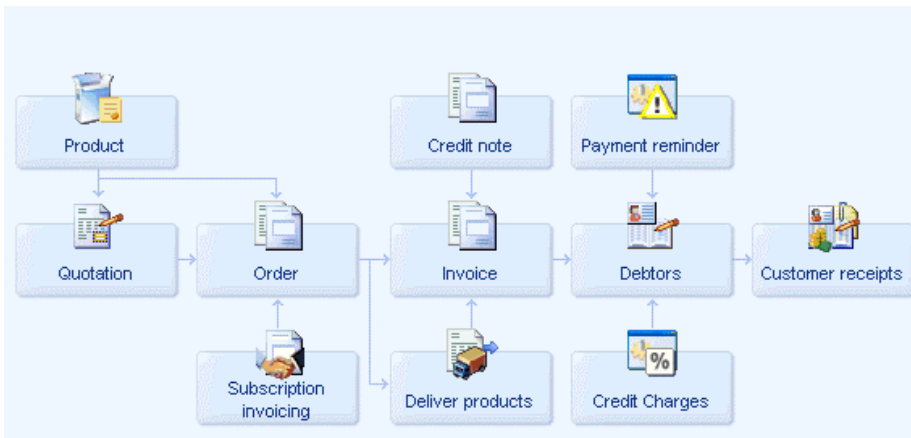


Mamut Business Software On-site Training Courses

List | Reports | [Icons]



Thompson Partnership provide on-site training courses with supporting documentation, in the following modules:

• Start up

Covers Basic system functionality and navigation, desktop and system settings

• Contact Management, Activity and Document modules

Creating contact cards for Customers and Suppliers and running searches/queries. Follow-up of letters, quotations, phone calls, generate letters, faxes, mail merge, and document templates. Utilise Reports.

• Sales and Invoicing

Utilising Mamut for generating Quotations, Orders and Invoices. We cover the different order statuses and invoice listings and look at the various reports that can be generated in order to analyse customers, customer groups, and the sales process.

• Accounting

We cover Accounts settings, the Chart of Accounts and its layout, Journal Type and their settings, and the various number-series. We demonstrate efficient use of journal entry, including Purchase Invoices. We show you the Customer/ Supplier Ledgers and the Nominal Ledger and how to generate a VAT-return.

• Product and Warehousing

Registering new products and maintaining your product register, including prices, discounts, how to sort products, and to make selections for queries. Generating necessary reports at to provide statistics and key figures. Creating Warehouse and location records. Setting re-order levels. Stock transactions and allocations. How to do stocktaking.

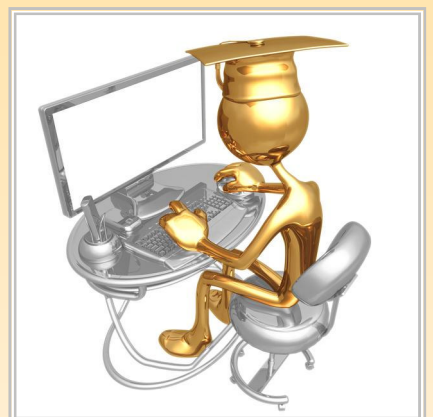
• Purchasing

Creating purchase orders. Receiving goods and registering invoices. Running the purchasing wizard. Back-to-back ordering and reserving of purchases.

• Project and Timesheet

Creating internal and external projects. Project statuses, Creating a budget, Linking Quotations, Sales Orders, Purchase Orders and Accounting Journal and Documents and Gantt Charts and Sub-Projects. Registering and authorising timesheets. Transferring timesheets to order or projects.

As experienced Mamut Trainers, Thompson Partnership have provided on-site Training and Consultancy for the largest Mamut implementation in the UK to date.



Already use Mamut?

Do you need help with your accounting year end procedure? If you think you could benefit from some on-site help from one of our trainers, please give us a call on **01436 678237**



Suitable for
1 - 50 users

