

## Core Business Systems Support Training - Autumn Term 2019

Our training courses are held in the **Core Systems training room 2, First floor, Trading Standards building, D Block, Chatsworth Hall, and Wellington Street, Matlock, DE4 3FW.**

- To book, please contact the **Core Business Systems Support team on 01629 538088** or email us at [schoolssap@derbyshire.gov.uk](mailto:schoolssap@derbyshire.gov.uk)
- **Our courses start at 9.15 am with the full day course finishing at 4 pm, the half day finishing at 1 pm**
- All attendees must be in post before attending the training. We also recommend that all new users (except Approvers) follow the numbered sequence of training courses (Days 1-4) to ensure their best possible understanding of the training content.
- **Terms of booking:** All our courses are currently free of charge, however, if you cancel your booking and we are unable to re-allocate the place, there will be a cancellation charge of £50.
- **Refresher training:** If you attended SAP or OrderPoint training a while ago and feel you would benefit from attending any of our courses again, please contact us to book your place.

2019	Course title:	Course content:	Course length:
<b>September:</b>			
<b>Tuesday, 10<sup>th</sup></b>	<b>Cash &amp; VIM</b> Day 1	Income, VIM invoices (non-OrderPoint	9.15 am to 4 pm
<b>Wednesday, 11<sup>th</sup></b>	<b>Approvers</b>	Approving OrderPoint, VIM, Payroll, Journals, Inventory	9.15 am to 1 pm
<b>Thursday, 12<sup>th</sup></b>	<b>Cash &amp; VIM</b> Day 1	Income, VIM invoices (non-OrderPoint)	9.15 am to 4 pm
<b>Tuesday, 17<sup>th</sup></b>	<b>OrderPoint</b> Day 2	Creating shopping carts, goods receipting.	9.15 am to 4 pm
<b>Wednesday, 18<sup>th</sup></b>	<b>Approvers</b>	Approving OrderPoint, VIM, Payroll, Journals, Inventory	9.15 am to 1 pm

<b>Thursday, 19<sup>th</sup></b>	<b>OrderPoint</b>	Day 2	Creating shopping carts, goods receipting.	9.15 am to 4 pm
<b>Wednesday, 25<sup>th</sup></b>	<b>Payroll</b>	Day 3	Absences, additional hours, School Workforce, reports	9.15 am to 4 pm
<b>October</b>				
<b>Tuesday, 1<sup>st</sup></b>	<b>Payroll</b>	Day 3	Absences, additional hours, School Workforce, reports	9.15 am to 4 pm
<b>Wednesday, 2<sup>nd</sup></b>	<b>Inputter with Reporting</b>	Day 4	Journal transfers, virements, monitoring, reports. <i>Trainees must have a SAP login and experience of using SAP and/or have attended previous SAP or OrderPoint training.</i>	9.15 am to 4 pm
<b>Thursday, 3<sup>rd</sup></b>	<b>Unpaid Leave &amp; Payroll refresher</b>		Inputting unpaid leave, payroll refresher. <i>It is recommended trainees should have 6 months experience of inputting Payroll.</i>	9.15 am to 1 pm
<b>Tuesday, 8<sup>th</sup></b>	<b>Reporting refresher</b>		Looking at a variety of reports, answering your queries. <i>For existing staff only.</i>	9.15 am to 1 pm
<b>Wednesday, 9<sup>th</sup></b>	<b>Unpaid Leave &amp; Payroll refresher</b>		Inputting unpaid leave, payroll refresher. <i>It is recommended trainees should have 6 months experience of inputting Payroll.</i>	9.15 am to 1 pm