Infor Education

Infor **SunSystems**

Course Catalog

Education

Training structure and delivery methods

Infor Education training is structured into three levels:

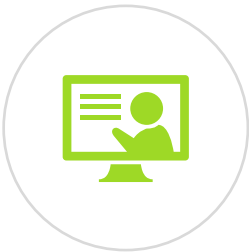
Level 1: Overview & Use
Provides product overview and knowledge necessary to use the system.

Level 2: Configuration & Administration
Accelerates the deployment of Infor software through knowledge of configuration options and administration.

Level 3: Installation & Integration
Explores software installation and integration with other systems, as well as how to extend the application.

Classes are offered through three delivery methods:

Instructor-led Classes
Face-to-face training in your office or at one of our education sites



Instructor-led Virtual Classes
Take classes from your own desk with the support of an instructor

Self-paced eLearning
Learn at your own pace, on your own schedule

For more details please look at the latest schedule at:
www.infor.com/education

Training offerings and Infor Campus Card

All **instructor-led courses** can be held face-to-face as a private class to your employees and most of them can also be run as a virtual class.

Follow the course title links to access **Infor Campus** to find course details and registration.

Instructor-led public courses are delivered at an Infor facility or virtually to your desktop.

Self-Paced eLearning supplements the classroom experience; accessible at any time.

Infor Campus Card

Buying training has never been easier than with our Infor Campus Card.

The card offers training dollars in bulk at tiered volume discounts, which saves you money and reduces the time and cost of separate budget approvals, purchase orders, and expense reimbursements.

The card offers several ways to train including – public classes, Education subscriptions and onsite training. Infor tracks the usage and will report the dollars utilized and remaining balance.

The Infor Campus Card the best option for a convenient, flexible and cost-effective way to decide how and when to spend your training dollars.

For more information contact
PurchaseEducation@infor.com

Infor SunSystems – Instructor-led courses

Level	Course Name	Description	Hours
1	SunSystems: Managing the General Ledger	This course provides a detailed introduction to the Ledger Accounting module within SunSystems Financials, including how to set up and maintain all 10 parts of Ledger Accounting. This training is applicable for version 6.1.5 and all previous versions.	24
1	SunSystems: Managing Corporate Allocations	This course introduces the concept of corporate allocations and provides an introduction to the processes required to set up and maintain corporate allocations in Infor SunSystems Financials. This training is for version 6.1.5 and all previous versions.	8
1	SunSystems: Managing Fixed Assets	This course introduces the processes required to set up and maintain a Fixed Asset Register with SunSystems. This training is for version 6.1.5 and all previous versions.	8
1	SunSystems: Using Query and Analysis (Q & A) Executive	This course provides the information and practice you need to successfully navigate and use Query & Analysis (Q & A) Executive, including how to use Summary Link and Summary Report query definitions to extract data from a financial database into a Q & A Executive worksheet. This training is for version 6.1.5, Infor Query & Analysis version 10.1.3, and all previous versions.	8
2	SunSystems: Administering the System and Users	This course provides a detailed introduction to the administration functions within SunSystems and examines how the user interface and security are configured. This training is for version 6.1.5 and all previous versions.	16
2	SunSystems: Configuring Business Rules for Managing Data	This course introduces the Business Rules module and provides ways to manage data efficiently within SunSystems. This training is for version 6.1.5 and all previous versions.	8
2	SunSystems: Designing Forms and Filters	This course introduces users to Forms and Filter Designer functionality in SunSystems. This training is applicable for the following Infor SunSystems version(s): 6.1.5 and all previous versions through 5.2.	8
2	SunSystems: Designing Reports with Reporting Services/Report Designer	This course provides participants with the foundational knowledge needed to use Reporting Services and Report Designer, including how to use formatting, report layout options, and report parameters to filter data. This training is for version 6.1.5 and all previous versions.	16

641 Avenue of the Americas
New York, NY 10011
800-260-2640
infor.com

About Infor

Infor is fundamentally changing the way information is published and consumed in the enterprise, helping 70,000 customers in 194 countries improve operations, drive growth, and quickly adapt to changes in business demands. To learn more about Infor, please visit www.infor.com.

Copyright© 2015 Infor. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All other trademarks listed herein are the property of their respective owners. This document is provided for informational purposes only and does not constitute a commitment to you in any way. The information, products and services described herein are subject to change at any time without notice. www.infor.com.
INFDTP1401860-en-US-0615-3