



# OFFICE OF PARISH ASSISTANCE

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**GOING LIVE  
JULY 1, 2019**

## SAGE INTACCT NEW SOFTWARE TRAINING

**TRAINING SESSION PART 1** APRIL 30, 2019 or MAY 2, 2019  
**TRAINING SESSION PART 2** MAY 13, 2019 or MAY 17, 2019  
**LOCATION:** DIOCESAN PASTORAL CENTER  
1201 E. HIGHLAND AVE, SAN BERNARDINO, CA 92404  
**TIME:** 9:00 am to 4:00 pm

**\* PLEASE BRING FULLY CHARGED LAPTOPS**  
**\* LUNCH WILL NOT BE PROVIDED ONLY MORNING HOSPITALITY**

### **TRAINING #1: April 30th or May 2nd** **(LIMIT TO 40 PARTICIPANTS PER SESSION)**

#### TRAINING WILL COVER:

Chart of Accounts  
Navigation of System—Login

#### General Ledger

- ⇒ Cash Receipts
- ⇒ Payroll Journal Entry
- ⇒ General Journal Entry

#### Accounts Payable

- ⇒ Vendors
- ⇒ Post Invoice / Pay Bills
- ⇒ Record Checks

**CLICK BELOW TO REGISTER ONLINE—4/30/19**

[https://docs.google.com/forms/d/e/1FAIpQLScPWmZxo8NUdqezy2ynCi1JsEQ7zv9iQ\\_ZuCpXxtPd4JpT6Zw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScPWmZxo8NUdqezy2ynCi1JsEQ7zv9iQ_ZuCpXxtPd4JpT6Zw/viewform)

**CLICK BELOW TO REGISTER ONLINE— 5/2/19**

[https://docs.google.com/forms/d/e/1FAIpQLSf7k6PR3RKL0zfcok3K9E8TZiAo\\_wLYQLBkXuWa\\_W-BmCsxA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSf7k6PR3RKL0zfcok3K9E8TZiAo_wLYQLBkXuWa_W-BmCsxA/viewform)

### **TRAINING #2: May 13th or May 17th** **(LIMIT TO 40 PARTICIPANTS PER SESSION)**

#### TRAINING WILL COVER:

- ⇒ Review of Material from first training session
- ⇒ Bank Reconciliations
- ⇒ Record Budgets
- ⇒ Transition of Information from PDS
- ⇒ Q & A

**CLICK BELOW TO REGISTER ONLINE—5/13/19**

<https://docs.google.com/forms/d/e/1FAIpQLSeAQy0aLl2tDx-oMQ5Ly9DabQ7GwbGdAJRJ1W9Q-alk6KuYtw/viewform>

**CLICK BELOW TO REGISTER ONLINE—5/17/19**

<https://docs.google.com/forms/d/e/1FAIpQLSdRt8NICisqo4GBYfLrRpABXQFjcQ6K09WizWIX7werpVd-7Q/viewform>

To Register ONLINE click on links above or contact Claudia Aguayo (909) 475-5490 or via e-mail: [caguayo@sbdiocese.org](mailto:caguayo@sbdiocese.org)