

Basic Training Itinerary Beginning August 2008

Tuesday 8:30 – 4:00

PROPOSALS AND PROJECT/PURCHASE MANAGEMENT:

Proposals: includes creating projects, proposals, adding product, service and comment lines to proposals, SIF Imports, direct bills

Project/Purchase Management: includes printing purchase orders, recording acknowledgements, receiving, delivery, delivery tickets, backlog reports, installation problems, freight claims

WHO SHOULD ATTEND? Salespeople, customer service, project managers, accounting.

LAB 4:00 – 4:45

Ideal time to practice what you have learned that day or have a discussion with the trainer regarding your company procedures

Wednesday 8:30 – 11.30

PROPOSALS AND PROJECT/PURCHASE ORDER CONTINUED:

Wednesday 1:00 - 4:00

ACCOUNTS PAYABLE:

Accounts Payable: includes entering payable invoices, requesting vendor deposits, selecting invoices for payment, manual and computer check runs, aged payables and vendor related reports

WHO SHOULD ATTEND? accounting personnel

LAB 4:00 – 4:45

Ideal time to practice what you have learned that day or have a discussion with the trainer regarding your company Procedures

Thursday 8:30 – 4:00

ACCOUNTS PAYABLE CONTINUED, ACCOUNTS RECEIVABLE AND GENERAL LEDGER (time permitting):

Accounts Receivable: includes proposal invoicing, miscellaneous invoices, memo costing, deposit requests and deposits, payment entry, customer and receivable related reports

General Ledger: includes processing journals, printing journal edits, reconciling work in process, month end closing procedures, printing financial statements, how to go live on Team-Design

WHO SHOULD ATTEND? accounting personnel

LAB 4:00 – 4:45

Ideal time to practice what you have learned that day or have a discussion with the trainer regarding your company procedures.

Friday 8:30 –11.30

**ACCOUNTS RECEIVABLE AND GENERAL LEDGER
CONTINUED:**

Lunch is from 11:30 to 1:00 and is not provided.

Breaks are 10 minutes long and are at 9:20, 10:20, 1:50 and 2:50

Review of rentals, inventory and procedures will be worked in during the week.

It is recommended that accounting and/or management be present at ALL sessions, as accounting transactions are generated from proposal creation.