ADILAS TRAINING COURSES – EXPLORING BUSINESS FUNCTIONS

CLASS 7 – Deposits & Expense/Receipts

WELCOME:

* REVIEW ELEMENTS OF TIME & OTHERS:
  + Follow up questions
* DEPOSITS & EXPENSE/RECEIPTS:
  + Deposits – money in
  + Expense/Receipts – money out
    - Banks: + & -
    - GPS Core Graphic
    - Map
  + Receivables Homepage
  + Payables Homepage
  + Setup & check our banks
* DEPOSITS:
  + Monies coming in
  + Creating deposits in adilas
    - Most deposits are from sales revenue
    - Other deposits
    - Deposit Homepage – create new deposit
    - Payments not yet deposited
  + Batch out your deposits that way you will see them on your bank statement
    - Cash/check
    - Credit card
    - Etc.
* EXPENSE/RECEIPTS:
  + Monies Going out
  + Very flexible – attached to many pieces in adilas – flow on map
  + Can combine multiple E/R onto one E/R
  + Expense/Receipt Homepage
    - Setting up your expense types – (Chart of Accounts)
  + Expense/Receipt “Types”
    - Payables Homepage
    - Basic E/R
    - PO payments – paying off inventory
    - Splits (payment on account)
    - REI’s – Reimbursements
    - Check Request

Expense/Receipt Examples:

* Utility Bill for electricity for October
  + Rocky Mountain Power
  + $55.75
  + Utilities - Electricity
  + Show effect – go to P&L – show effects – before/after
* Warner Cable – internet bill – showing payments on account – Total bill $113.85
  + $37.95 – October – pay with cable account
  + $37.95 – November – don’t pay, so we can see it show up in splits
  + $37.95 – December – don’t pay,
  + Utilities - Internet
* Pay off some PO’s: from Payables Homepage
  + Showed owed PO’s on balance sheet/Payables Homepage
  + Pick a vendor
  + Show effect – go to Balance Sheet, then P&L – show effects – before/after
* Reimburse Aspen for another trip – 4 receipts:
  + Gas - $45 – 10/5
  + Gas - $35 – 10/5
    - Food – Meal - $14.98 – Dinner on the road
  + Meal w/clients - $75.00 – took potential corporate CEO to – 10/6
  + Gas - $50 – 10/7
  + No bank assigned – but she paid with her card – so it has been paid, check for REI
* Desc: Gas & food for Aspen on her trip for company consulting.