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.