ADILAS TRAINING COURSES – EXPLORING BUSINESS FUNCTIONS

CLASS 9 – BACK OFFICE ACCOUNTING, HISTORIES, & REPORTS

WELCOME:

* REVIEW TIMECARDS & PAYROLL:
  + Follow up questions?
* BACK OFFICE ACCOUTING:
  + Any number of needs
    - Reports
      * Accounts Payable
      * Accounts Receivable
      * Sales Tax
      * Biggest candy seller
      * Sales by vendor
    - Histories
    - Finances
      * Sales Tax
    - Balance Sheet
    - P&L
* BALANCE SHEET:
  + Assets, Liabilities, & Equity
  + System Maintained/Generated Pieces
  + User Maintained/Generated Pieces
    - Example: Investor's Loan – paying back

Loan - $10,000 – Steve Daniels – 30%

B.S. Item: Liability - $10,000

-Cash in a briefcase – bank – Wells Fargo – Deposit ----

-Check – Expense/Receipt - $1000 + interest

Asset: $10,000

* P&L:
  + 100% Automated
  + Revenue, COGS, (Gross Profit), Expenses, (Net Profit)
* Cause & Effect – things automatically mapping to the P&L
* HISTORIES & REPORTS:
  + System Reports
  + Balance Sheet
  + P&L
  + History Homepage
  + Advanced Searches
    - All advanced searches & exports
  + WHERE is that information captured?
    - This will help you know where to start looking for it!
* REVIEWING CLASS QUESTIONS & WORKING THROUGH EXAMPLES

You mentioned that today is questions day.  I'll write down a few, for whatever we have time, and might be interesting to most people.

1. bulk verification of purchase orders
2. return an item to a vendor for credit
3. book a credit from a vendor non-item specific (no item return)
4. credit to a customer, not item specific (no item return)
5. recurring expense receipts setup
6. pre-paid inventory - this is rather specific, you mentioned that we may talk about this another time

Till this afternoon.