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.