

Day 1

“BusinessVision Leaders”

Is targeted for Accounting Managers and Controllers and targeted for the individuals responsible for setting up the software to suit their business process.

- ▶ Realize the potential of the software
- ▶ Overview of the system, functions and features
- ▶ How to optimize the system to achieve the required results
- ▶ How the modules interact
- ▶ General Ledger the benefits of segments
- ▶ Design reports by using Groups and Sub-Groups
- ▶ Get a better understanding of the Multiple Currency module
- ▶ How to maintain accurate costs and margins on inventory items
- ▶ Customize information by exporting to excel, explore available reports

Day 2

“BusinessVision Managers & Power Users”

Designed for the managers and individuals responsible for setting up and maintaining the following modules:

Customers:

- ▶ Territories and Salespeople
- ▶ Review reports
- ▶ How to find information

Vendors:

- ▶ Relationship to Inventory Items
- ▶ Relationship to General Ledger

Inventory:

- ▶ Inventory types
- ▶ Unit of Measure
- ▶ Product Codes
- ▶ Sales Departments

- ▶ Vendor and Customer Specific Pricing

Bill of Material:

- ▶ Differences between Kits and Manufactured Items
- ▶ Setting up a build
- ▶ Maintaining Builds
- ▶ Costing and building finished items

Find Function:

- ▶ How to create reports for specific modules and export in a “friendly” manner to excel

General Ledger:

- ▶ Maintaining accounts
- ▶ Finding information
- ▶ Reporting suite
- ▶ Recurring journal entries
- ▶ Allocation accounts
- ▶ Account Reconciliations

Multiple Currency Manager:

- ▶ Maintain currency values
- ▶ Currency revaluation
- ▶ Currency roll-up

Payroll:

- ▶ Employee’s profile
- ▶ Payroll departments
- ▶ Payroll schedule
- ▶ Creating Time Cards
- ▶ Reviewing information and reports
- ▶ Paying source deductions

Day 3

“BusinessVision Managers & Power Users”

Order Entry:

- ▶ Creating Orders
- ▶ Review types of orders
- ▶ Searching and finding orders
- ▶ Customer Specific Pricing
- ▶ Track inventory information directly from the order
- ▶ Relationship to inventory
- ▶ Creating comments
- ▶ Ship to features
- ▶ Tracking shipments
- ▶ Find function to create specialized reports

Invoicing orders:

- ▶ Result of invoicing orders
- ▶ Reversing and duplicating existing invoices
- ▶ Sales Analysis
- ▶ Relationship with the customer module.
- ▶ Find function to create specialized reports
- ▶ Review existing reporting suite

Accounts Receivable:

- ▶ Posting to Open Items
- ▶ Viewing journal entries
- ▶ Viewing invoices
- ▶ Relationship to customers
- ▶ Flagging and linking transactions
- ▶ Preparing Deposit Slips

Purchase Orders:

- ▶ Creating Purchase Orders
- ▶ Review types of Purchase Orders
- ▶ Relationship to inventory and vendors
- ▶ Receiving inventory
- ▶ Posting supplier’s invoices from the Purchase Order
- ▶ Closing Purchase Orders
- ▶ Find function to create specialized reports
- ▶ Review existing reporting suite

Accounts Payable:

- ▶ Posting invoices
- ▶ Creating cheques using multiple bank accounts
- ▶ Using the batch payable feature
- ▶ Voiding cheques
- ▶ Paying by credit card
- ▶ Find function to create specialized reports
- ▶ Review existing reporting suite