

TRAINING AGENDA
DMS Distribution/Express

Day 1 – System i System Operator

- Getting Acquainted
- System Start Up
- Daily Operational Tasks
- Device Management
- Tape Operations
- Communications & Electronic Customer Support
- Backups and Cleanups
- System Shut Down

- Database

- Setting up Database master files and control records
- Inquiring on Master files to verify data
- Using listings on Master files
- Other Database Files Options
- Miscellaneous Database Maintenance Options
- Disk Management

Day 2 - Order Entry & Invoicing

- Point of Sale Transactions
 - Tender Processing
 - Cash drawers & establishing drawer ID's
 - Deposit Processing
- Warehouse Transactions
 - Pick Tickets
 - Pick Verification
- Using the Inquiry function
- Backorder Processing
- Using KITS and Assemblies
- Item Cross Referencing
- Duplicate Item Selection
- Substitutions
- Supercessions
- Using Help Text

***Optional -**

- Serial Number Tracking
- Contract & Promotional Pricing
- Multi-Branch Management
- Service Work Orders
- Customer Internet Ordering via Qwik-Order
- KIT Cataloging: EPG
- Electronic Parts Cataloging: Wrenchhead
- Automated UPS Shipping
- ROI Credit Card Authorization

Day 3 - Accounts Receivable Functions

- Control Record Maintenance
 - Fiscal Year periods
 - Overall Controls

- Cash Applications
 - Open Items
 - Balance Forward
 - Payments, Adjustments and Discounts
- Service Charges
 - Calculation
 - Edit, Maintenance, Updating
- Batch A/R
 - Batch Entry, Maintenance, Updating
- A/R Management Analysis & Reports (On demand & Automated)
 - Invoice and sales registers
 - Activity summaries
 - Operating and Customer A/R Statements
 - Aged Trial Balances (Summary and Detail)
 - A/R Aging Analysis
 - A/R Aging by Customer
 - Customer Payment History
 - Open Cash Application Detail & Payment
 - Cash Application Customer & User Locks
 - Unposted Batch Entries
 - Over Credit Limit
 - Open Deposits
- Day Close
 - Reports
- Month Close
 - Reports
- A/R Archiving
 - Archive, Save & Restore Paid A/R
- *Optional -
 - General Ledger Interface

Day 4 - Purchasing, Forecasting, Receiving

- Purchasing Fundamentals
 - ABC Analysis
 - User Defined Parameters
 - Historical Sales, Weighting and Trend Analysis
 - Product Ranking
- Creating Purchase Orders
 - Standard Replenishment Purchasing
 - Special Order Purchasing
 - Seasonal Purchasing
 - Ordering by Exception
 - Quantity Breaks
 - Adding to Purchase Orders
 - Inquiring on Purchase Orders

- Period Close for Forecasting
 - Calculating Item Demand
 - Projecting Item Demand
 - Purchase Forecasts

- Inventory Fill Rate & Demand
- Item Demand History

- Receiving Purchase Orders
 - Pre-Receiving Documents
 - Put-Away Labels
 - Bar Code
 - Receiving all Items
 - Receiving by Exception

- *Optional -
 - TransNet EDI Purchase Orders
 - DMS Fax for Purchase Orders
 - DeskMaster e-mail for Purchase Orders

Day 5 - Inventory Management / Management Analysis

- Pricing:

- Manual
 - Future Pricing

- Costing

- Warranty, Damaged and Core Tracking/Banking

- Physical Inventory

- Cycle Counts

- Inventory Adjustments

- Management Inquiries & Sales Analysis

- Asset Management

- Inventory Sales Performance

- Inventory Value Comparison

- Sales & Margin by location & mfg., customer, sales rep

- GMROI (Inventory Performance)

- Historical and Projected Evaluations

- Customer Order History

- Sales History by Customer

- Using Query

- Sales Analysis

- Sales Rep commission

- *Optional -

- Nu-Way EDI Pricing Service

Qwik-Look “Dashboard” – Business Intelligence Applications

***Day 6 - Financial Management - Accounts Payable**

- Setting up A/P master Files

- Using proof lists to verify A/P data

- A/P Invoice and Check processing

- A/P Special processing

- A/P Reports and Inquiries

- Month-End processing

***Day 7 - Financial Management - General Ledger**

- Setting up G/L master files

- Using proof lists to verify data

- G/L journal and transaction processing

G/L Reports and Inquiries
Month-End processing
Preliminary and Final Close-out year-end processing

***Day 8 - Financial Management - General Ledger Budget Work Menu**

Set up working budget
Using proof lists to verify data
Budget updating
G/L -- Distribution Express Interface
Set up initial value assignments
Updating G/L from detail

***Day 9 – Payroll**

- Timesoft Time & Attendance Tracking

(* = Optional Modules)