

Presented
by MSS

DBA Training Classes

PURCHASING/ACCOUNTS PAYABLE

- Purchasing Master Files and Set-up
- Vendor Pricing
- Purchase Order Management
- Receiving Purchase Orders
- Purchasing Reports
- Purchase Order Invoices
- Accounts Payable Set-up
- Accounts Payable Vouchers—including recurring
- Making payments—Printing checks
- Accounts Payable Reports
- Making Corrections/Troubleshooting

SALES ORDERS/ACCOUNTS RECEIVABLE

- Sales Order Master Files and Set-up
- Pricing
- Sales Order Management
- Recurring Sales Orders
- Sales Order Reports
- Printing Packing Slips
- Sales Order Invoicing
- Accounts Receivable Vouchers
- Charging Interest on Invoices
- Recording Customer Payments
- Crediting & Debiting accounts
- Accounts Receivable Reports
- Making Corrections/Troubleshooting

INVENTORY

- Inventory Master Files and Set-up
- Count Adjustments
- Physical Inventories
- Inventory Reports
- Making Corrections/Troubleshooting

ADVANCED WORK ORDERS

- Work Order Master Files and Set-up
- Creating Routings
- Creating Bills-of-Material
- Managing Work Orders
- Generating Travelers—including multiple levels
- Using Labor Cards
- Reporting Labor
- Reporting Material used
- Reporting completed production
- Job Costing

GENERAL LEDGER/FINANCIAL REPORTING

- The Defaults & Interfaces
- Entering Chart-of-Accounts
- Entering Beginning Balances/General Journal Transactions
- Recurring Entries
- Posting General Ledger Transactions
- Modifying General Ledger Transactions
- Creating/Printing Standards
- Financial Reports
- Using File Manager to preview GLTRANS
- Making Corrections/Troubleshooting

SCHEDULING

- Variables of Scheduling
- Manual Scheduling
- Infinite/Finite Scheduling
- Dispatching
- Shop Load Reports



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For more information or to register classes at your facility, contact Jennifer Elder at 1-800-875-4654 or jenny@uplinkinc.com.

*Additional \$15 per person for materials—Maximum 10 people per class
Does not include travel expenses