

# Agenda

## Day One: Entering Beginning Data Files

**From Order Entry**– Customers, Sales People, Stores, Cities, Suppliers, Utilities, Commissions

## Day Two: Order Entry

Entering Cash and Carry, In Stock Installed, Special Order Installed  
Purchasing, Receiving, Processing Jobs through Installation to Job Costing

## Day Three: Operational Accounting

Accounts Receivables, Accounts Payable, and Human Resources: Paying Installers and W2 employees, Passwords, Management Reports

Class will be customized weekly to address specific needs of attendees.