KARMAK™

TRAINING OPTIONS

ACCOUNTING

Sales Tax Reconciliation Webinar *(1 hour)*
For: Accounting Personnel

Review state sales tax procedures, including month-end reports, line item transactions requests, and reconciling sales tax reports. Discuss tax adjustments, environmental handling charges, and tax options for miscellaneous charges.

Accounting Research Tools Webinar *(1 hour)*
For: Controllers, Office Managers, Accounting Managers, Accounting Personnel

Ever wonder how to make sure all payments received on an account were deposited into the bank account correctly? Discover the flexibility available in researching general ledger updates. Want an easy way to track expensed invoices, to check cash invoices from a specific day, or to reconcile tax collected? Want to know why you have low profit percentage on a particular day? We will show you the tools to use to efficiently research accounting items that can directly affect your bottom line.

Accounts Payable Setup, Management & Payment Processing Webinar *(1 hour)*
For: Controllers, Accounts Payable Personnel

Review setting up vendor terms and vendor records, maintaining accounts payable invoices and posting standard payable invoices. Vendor statement checking and the aged invoice analysis report will also be discussed. Walk through selecting and maintaining invoices, check processing, and check voiding.

Accounts Receivable Introduction & Program Review Webinar *(1 hour)*
For: Controllers, Accounts Receivable Personnel

Get an overview of the Accounts Receivable process as we dive into the daily receivable procedural flow. Review maintenance programs and learn to effectively use the reporting tools to pull and customize data to leverage the wealth of information within the Karmak business system. Learn how this indispensable tool provides valuable information for your business.

Cash Reconciliation Webinar *(1 hour)*
For: Controllers, Office Managers, Accounts Receivable Personnel

Is your cash drawer short? Is it over? Having trouble figuring out why? We'll discuss cash invoice options and receipt reports generated. We'll also cover the general ledger journal entries to zero out cash-on-hand and record the bank deposit entries.

Fiscal Year-End Checklist Webinar *(1½ hours)*
For: Owners/Presidents, Dealer Principals, General Managers, Parts Managers, Controllers

Learn the key steps for a smooth year-end transition. Review how fiscal year-end inventory data is captured, where that data is held, how it affects the system, and how it can be used. We will also cover year-end reports, budgets, 1099s, inactive customers, and customer sales history for current and prior years.

Accounts Receivable Display & Processing Webinar *(1 hour)*
For: Controllers, Accounts Receivable Personnel

For those who have attended the Accounts Receivable Introduction & Program Review Webinar, this session provides a deeper understanding of display programs including display invoice, customer account activity display, and reprinting an invoice. Review processing programs such as customer receipt entry and refund check entry. Get help with aged invoice request table maintenance and options for requesting month-end statements.

Inventory Reconciliation Webinar *(1 hour)*
For: Controllers, Accounting Managers, General Managers, Inventory Control Managers, Parts Managers, Office Managers

Frustrated with large inventory write-offs each year? Learn how to reconcile physical to general ledger inventory every month and avoid those expensive entries. Learn to catch errors on a monthly basis instead of researching entries from an entire year. We will review parameter settings to make sure your system is set up to maximize control and reporting capability. We will also discuss timing differences in updating physical and general ledger inventories and the reports to use to reconcile inventories.

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All webinars billed at $75/hour unless otherwise noted

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ACCOUNTING

Accounting: Fusion Accounting Reports *(1 hour)*

For: Controllers, Accounting Managers

We will review reporting within the Accounting module, learn to set up parameters for different views of the statements to easily recognize your company's revenues and expenses, and discuss zero-balance G/L accounts and viewing non-department records in the parameters screen. With this session, we'll look at additional reporting options to find the actionable data that you need in your system.

Notes Payable & Fixed Assets Webinar *(1 hour)*

For: Controllers, Office Managers, Accounting Personnel

This webinar will cover setup and processing of Fixed Assets and Notes Payable.

Controller/Office Manager Workshop *(2 days Onsite or In-house)*

For: Controllers, Office Managers, Accounting Personnel

An in-depth review of the accounting responsibilities on the system. Learn about general ledger posting flow, schedules, journals, bank reconciliation, inventory reconciliation, and labor reconciliation. There will also be an overview of the accounts receivable and accounts payable procedures.

**Price will be quoted based on need.*

Labor Reconciliation Webinar *(1 hour)*

For: General Managers, Controllers, Accounting Managers, Office Managers, Service Managers

Reconciling labor work-in-process (WIP) or labor inventory to the General Ledger balance can be a daunting task. Learn how labor costs are determined, what reports are helpful, and what parameters can be changed to post costs differently in order to make the reconciliation easier. This session will help you determine what data you need to gather and interpret for reconciliation purposes.

Account Allocations Webinar *(1 hour)*

For: Controllers, Accounting Managers

This class will explain the feature which allows users to allocate G/L account distributions across branches and departments.

Accounting Workshop *(2 days Onsite or In-house)*

For: Accounting Personnel

This class is for personnel who need to learn how to use the system. We will cover the basics of accounting on the system. Learn how to research and correct any posting errors, and set up and maintain customer accounts and vendor records. We will review accounts payable and accounts receivable procedures. We will also discuss accounting reports and accounting issues specific to the business system.

**Price will be quoted based on need.*

READY TO ENROLL?

To schedule a webinar, or for more information on additional training options, email us at webinars@karmak.com or give us a call at 800-622-6311!