**Virtual Training Workshop Agenda**

**System Setup and Accounting Impacts**

# Day 1

## GL vs Detail

* File Structure Setup
* Reconcile GL to Detail Reports
* GL Reports to use for backup to Balance Sheet totals

**System Setup**

* Service Setup & Impact on Accounting / Financial Outcome
* Parts Setup & Impact on Accounting / Financial Outcome
* Finance Setup & Impact on Accounting / Financial Outcome
* Sales Setup & Impact on Accounting / Financial Outcome
* Unit Inventory Setup & Impact on Accounting / Financial Outcome
* General System Setup & GL Post Control Report

**User Setup**

* Setup User / Setup for multiple locations
* Setup Technician / Service Advisor
* Parts Operator Code Setup
* Salesperson Setup
* Managing User Licenses

# Day 2

## Employee Setup

* How to setup a New Employee
* How to Terminate an Employee

## General Ledger

* Add New GL Accounts
* Multi location GL accounting features
* GL Allocations
* GL Reports

## DMS Setup

* Upgrade to 5 page DMS
* Revamp Page 3 layout of Unit Sales / GP
* Upgrade to Dynamic DMS Account Descriptions

# Day 2 Continued

## Finance / Insurance Contract Cancellations / Early Payoffs

## How to Process within IDS

## Daily Doc Reporting

* Creating / Building Daily Docs for Departments
* Printing / Generating Daily Docs