

## Core Modules Workflow Class

**Who:** Clients handling routine processing. Typical attendees include managers and data entry operators.

**Content:** Three days of hands-on experience with basic processing tasks and repetitive setup (i.e. vendor and jobs setup). Modules covered include Payroll, Accounts Payable, Job Cost, Cash Management, and General Ledger. Day 1 covers Payroll only. If you have Property Management, please contact us for additional class options.

**Credit:** CPAs successfully completing this course will receive a CPE certificate. CIS Consulting Group is a CPE sponsor with the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh NC 27605

**Prerequisites:** A familiarity with Microsoft® Windows®. We encourage clients to familiarize themselves with the software prior to attending.

**Class Rates:**

One Day: \$450 1st participant, \$400 each additional  
Two Day: \$800 1st participant, \$700 each additional  
Three Day: \$1095 1st participant, \$995 each additional

**Registration:**

Please fax completed registration form to 704-394-0052 or register online at [www.cisinfo.com/classroom.htm](http://www.cisinfo.com/classroom.htm) for more information please call 704-393-0038 x1142

Course Outline

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**DAY ONE**

**Payroll**

- Desktop navigation for PR
- Set up Employees
- Enter Time
- Process Payroll
- Enter Checks
- Print Checks
- Post Checks
- Error Correction
- Period End Considerations
- Payroll Retrieval Hierarchies

**DAY TWO**

**Accounts Payable**

- Desktop Navigation for AP
- Create Vendors
- Enter Invoices
- Recurring Invoices
- Post Invoices
- Select Invoices to Pay
- Print Checks
- Record Manual Checks/Print Quick Checks
- Error Correction
- Additional AP Features
- Period End
- Retrieval Hierarchies

**DAY THREE**

**Job Cost**

- Desktop navigation for JC
- Job Setup options
- Create New Jobs
- Commitments (POs and Subcontracts)
- Change Orders
- Enter Direct Costs
- Post Entries
- Error Correction
- Period End
- Convert Jobs
- Job File Management
- Job Cost Retrieval Hierarchies

**Cash Management**

- Enter and Post Transactions
- Bank Transfers
- Reconcile Bank Accounts
- Move Entries and Other Topics

**General Ledger**

- Record and Post Entries
- Recurring Entries
- Error Correction
- Period End