



Training Schedule

Company Name: _____ Trainee(s): _____

Details	Module	Sign	Date & Time
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Basic Defaults

① Tax Code	Setting- Tax Code		
② Financial Year	Setting - Financial Year		
④ Passwords	Settings- Passwords
④ Backup/Restore	File – Backup/Restore		

Master Entry

① Customer Details	Customer- Records		
② Supplier Details	Supplier- Record		
③ Stock Details	Products- Records		
④ Nominal Detail	Nominal - Record		
⑤ Bank Account	Bank - Records

Purchase Order Processing (F.C)

① Enter Purchase Order	POP - Enter		
② Placing Order	POP - Order		
③ Part / Full Delivery	POP - Delivery		
④ Posting Ledgers	POP – Update

Purchase Invoice

① Purchase Invoices	Supplier - Invoice
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Sales Order Process (F.C)

- ① Create / Quotation/ D.O SOP – Entry
- ② Creation Of Invoice SOP – Dispatch

Sales Invoice (A+, F.C)

- ① Creating Invoice Invoice–New/Edit
- ② How To Create Credit Notes Invoice –New/Edit

Payments / Receipts

- ① Payments to Suppliers Bank – Suppliers
- ② Other Payments (Petty Cash) Bank - Payments
- ③ Receipts from Customers Bank - Customers
- ④ Other Receipts Bank – Receipts

Others

- ① Enter Fixed Asset Modules-Fixed Asset Reg
- ② Bank Reconciliation Bank - Reconcile
- ③ VAT Module Modules- VAT

Reports

- ① Trail Balance Financial – Trail
- ② Run P&L Account Financials - P&L
- ③ Run Balance Sheet Financials - Balance
- ④ Customer Statements Customer – Statement
- ⑤ Other Report Individual Modules