



CONTENTS

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- Other Options and Periodic Processes
 - Backing Up
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 - Closing Companies

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Overview	45 min
3	System Utilities	45 min
4	Other Options and Review	30 min
5	Lab	15 min
	Total Time	150 min or 1/2 day

BW System Manager Lessons:

- How to log on to the system
- How modules integrate and share information
- How to navigate the Launcher
- How to use features which are available throughout the software
- Functions of the options on the File menu
- Functions of the options on the System Utilities menu
- How to define security
- How to create, backup and restore BusinessWorks data files



CONTENTS

- Welcome
 - Integration
 - The Company
- General Ledger Setup
 - Creating Data Files
 - Maintaining G/L Parameters
- Chart of Accounts
 - Classifying Accounts
 - Maintaining the Chart of Accounts
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 - Using Subtotal Accounts
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 - Correcting & Voiding Entries
 - Reversing Journal Entries
 - Recurring Journal Entries
 - Tracking Entries
- Using Account Inquiry
- Budgets
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- Reports
 - Defining Report Groups
 - Using the Product Digest
 - Business Graphic Report
- Closing the Month
- Closing the Year
- Display G/L Status
- Transfer Options
- Multi-Company Consolidation
- Rebuilding Data Files

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining the Chart of Accounts	90 min
3	Lab Exercise 1	25 min
4	Processing and Tracking G/L Transactions	60 min
5	Budgets	20 min
6	Reports, Miscellaneous Options and Close	30 min
7	Review	5 min
8	Lab Exercises 2 and 3	30 min
Total Time		270 min or 1/2 day

BW General Ledger Objectives:

- Learn how to define global parameters for how General Ledger operates
- Learn how to set up and maintain your chart of accounts
- Understand the use of departmental accounting
- Learn how to post standard, recurring, and reversing journal entries
- Understand how to track entries from other BusinessWorks modules
- Practice entering and tracking budgets
- Learn how to print financial statements and other General Ledger reports



CONTENTS

- Welcome
 - Integration
 - The Company
- Accounts Payable Setup
 - Creating A/P and C/M Data Files
 - Defining A/P Parameters
 - Defining Payment Terms
 - Entering Vendor Information
 - Credit Card Transactions
 - Global Vendor Change
 - Entering Open Balances and Exiting SETUP
- Processing A/P Transactions
 - Defining Allocation Tables
 - Entering Invoices
 - Recurring Invoices
 - Adjustments
 - Tracking Transactions
- Determining What to Pay
 - Selecting Invoices for Payment
 - Printing Checks
 - Handchecks
 - Void Checks
 - 1099's
- Reporting
 - Custom Reports and Forms
- The Closing Process
 - Transfer Option

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setup and Defining Parameters	60 min
3	Processing A/P Transactions	45 min
4	Lab Exercise 1 and 2	30 min
5	Paying Invoices and Printing Checks	30 min
6	Report Options and Custom Reports	30 min
7	Close and Transfer	15 min
8	Review	15 min
9	Lab Exercises 3 and 4	30 min
	Total Time	270 min

BW Accounts Payable Objectives:

- Understand the features available in A/P
- Learn the steps necessary for setting up A/P
- Know how to enter and maintain vendors.
- Practice entering invoices and adjustments, as well as posting transactions.
- Understand how to select invoices for payment automatically and manually.
- Learn how to print checks as well as enter manual checks.
- Learn how to close the A/P accounting period.
- Learn how to use the reports when reviewing and tracking transactions.



CONTENTS

- Welcome
- Integration
- The Company
- Cash Management Setup
 - Creating C/M Data Files
 - Defining C/M Parameters
 - Maintaining Cash Accounts
 - Maintaining Forms
 - Entering Open Balances and Exiting SETUP
- Processing C/M Transactions
 - Instant Checks
 - Entering Bank Transactions
 - Adjustments
 - Reconciling Bank Accounts
- Tracking Transactions
 - Using the Product Degest
 - The Closing Process

Syllabus

Section	Subject	Time Estimated
1	Welcome and Overview	5 min
2	Setup and Defining Parameters	30 min
3	Processing CM Transactions & Reconciling	30 min
4	Lab Exercises	15 min
5	Reports and Closing	20 min
6	Review	5 min
	Total Time	105 min

BW Cash Management Objectives:

- Learn about the features available in Cash Management and how they can work for you.
- Practice the steps necessary for setting up bank accounts.
- Learn how to enter checks and adjustments, as well as update transactions.
- Understand how to reconcile bank accounts.
- Know how to close the month.
- Learn which reports to use when reviewing and tracking transactions.



CONTENTS

- Welcome
 - Integration
 - The Company
- Accounts Receivable Setup
 - Creating the Data Files
 - Maintaining A/R Parameters
 - Assigning Posting Accounts
 - Defining the Payment Terms
 - Setting Invoice Preferences
 - Standard Customer Notes
 - Defining Credit Card and Shipping Instructions
- Sales Tax Information
- Defining Sales Accounts
- Defining Standard Items
- Sales Representatives
- Entering Customer Information
- Entering Open Balances and Leaving SETUP
- Processing A/R Transactions
 - Entering Invoices
 - Defining Recurring Invoices
 - Modifying Invoice Terms
 - Voiding Invoices
 - Credit Memos
 - Debit Memos
 - Apply Open Credits
 - Apply Deposits
 - Recording Payments and Deposits
 - Cash Refunds
 - Bank Deposits
 - Calculate Finance Charges
 - Global Customer Change
 - Printing Statements
- Reporting
 - Custom Reports and Forms
 - Managing Receivables
 - Sales Analysis
 - Business Graphics Report
- The Closing Process
 - Transfer Option

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	5 min
2	Setup and Defining Parameters	60 min
3	Lab Exercise 1	20 min
4	Entering Customers and Leaving SETUP	30 min
5	Processing A/R Transactions	120 min
6	Reporting	20 min
7	Transfer and Close	30 min
8	Review	5 min
9	Lab Exercises 2, 3 and 4	90 min
Total Time		390 min

BW Accounts Receivable Objectives:

- Understand the features available in A/R.
- Learn the steps necessary for setting up A/R.
- Practice how to enter invoices and adjustments, as well as update transactions.
- Learn how to process cash receipts against the customers' account.
- Understand how cash receipts are transferred to Cash Management for use in the bank reconciliation.
- Learn how to calculate finance charges and print statements.
- Know how to use the reports for tracking and analyzing sales and receivables.



CONTENTS

Welcome

Integration
The Company

Payroll Setup

Creating Data Files
Defining Parameters
Standard Rate of Pay
Commission Tables and Piece Rates
Defining Deductions
Defining Other Pays
Defining Task Codes
Tax Tables
Selecting Your State
Entering Employees
Global Employee Change
Entering Company Totals
Entering Tax Deposits
Leaving The SETUP Mode

Time Card Entry

Time Card Reports
Calculating Payroll
Posting Checks
Void Checks

Tax Reporting

Tax Deposits
Void Deposit Checks

Reporting

Custom Reports and Forms
Payroll Reporting
W-2 Reporting

The Closing Process

Transfer Option

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining Parameters	120 min
3	Lab Exercise 1 & 2	60 min
4	Setup and Defining Parameters (cont.)	20 min
5	Processing P/R Transactions	60 min
6	Tax Reporting and Processing	30 min
7	Reports and Closing	40 min
8	Review	5 min
9	Lab Exercises 3 and 4	45 min
Total Time		390 min

BW Payroll Objectives:

- Learn how to set up employees for payroll processing.
- Practice entering and tracking employee information.
- Understand how to define and track employee deductions and company contributions.
- Learn how to verify and modify state and federal tax information.
- Practice entering timecards and calculating payroll.
- Learn how to monitor and pay tax liabilities.
- Understand the reports available for tracking employee information, as well as the available tax reports and worksheets.