



## CONTENTS

### Welcome

### Log on to Business Works

#### Overview

- Available Modules
- Integrating Information

### BusinessWorks Launcher Overview

- Navigating the Launcher
- Using the Resource Bar
- Using Help
- Command Buttons
- Searching for Information

### E-mailing Forms

### System Utilities

- Checklists
- Registering the Software
- Creating a Company
- Company Information
- Defining System Preferences
- Setting Up Security
- Setting User Preferences
- Printing an Audit Report
- Checking Status Reports

### Other Options and Periodic Processes

- Backing Up
- Restoring a Backup
- 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



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### Welcome

Integration  
The Company

### General Ledger Setup

Creating Data Files  
Maintaining G/L Parameters

### Chart of Accounts

Classifying Accounts  
Maintaining the Chart of Accounts

### Using Departments

Copying Departmental Accounts  
Using Non-departmental Accounts  
Using Subtotal Accounts  
Consolidating Accounts  
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Entering Initial Balances  
Maintaining Journals

### Posting Journal Entries

Correcting & Voiding Entries  
Reversing Journal Entries  
Recurring Journal Entries  
Tracking Entries  
Using Account Inquiry

### Budgets

Calculating Budgets

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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



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### 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.



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### 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 Digest  
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.



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### 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.