



Accounting End User Training

Description: New end users or current end users who need a refresher in accounting functions are the focus of this two-day training. Attendees are given a brief overview of the system at the start, a thorough look at the accounting set-ups, navigation processes and tips follow, and then we move into the accounting functionality located within RMS. The purpose of functionality is discussed, followed by a demonstration, and then the attendees work on exercises highlighting the functionality in question. Each attendee receives a comprehensive training manual with descriptions and abovementioned exercises. Discussion concerning integrating RMS with client business practices is encouraged as well.

Length: Two days, but the schedule and content are flexible according to client need.

When: Client determines timing

Where: Client site or at the RMS office in Raleigh.

Schedule:

First Day

Time		Subject
9:00 AM	- 10:15 AM	Overview of RMS
10:15 AM	- 10:30 AM	<i>Break</i>
10:30 AM	- Noon	Navigation
Noon	- 1:30 PM	<i>Lunch</i>
1:30 PM	- 3:30PM	Accounting Set-ups
3:30PM	- 3:45 PM	<i>Break</i>
3:45 PM	- 5:00 PM	Statement View and Ledger View

Second Day

Time		Subject
9:00 AM	- 10:15 AM	Fee Assessment and Auto bill Adjustment for Rooms/Plans
10:15 AM	- 10:30 AM	<i>Break</i>
10:30 AM	- Noon	Charges/Credits, Invoices, and Point of Sale
Noon	- 1:30 PM	<i>Lunch</i>
1:30 PM	- 3:15PM	Payments, Liability Payments, Transfer Functions, and Refunds
3:15PM	- 3:30 PM	<i>Break</i>
3:30 PM	- 5:00 PM	Reports and Closing

Participants: This is recommended for any staff members whose responsibilities include accounting management.