

Dynamic System Training Course Outline (For reservation, please call 28912022)

Lesson 1 9:15am – 1:00pm

Intranet System Setup & General Ledger

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|-----------------------------------|---------------------------------------|
| 1. Intranet Initial | 5.2 Message Group |
| 1.1 Interface Introduction | 5.3 Send & Follow Message |
| 1.2 Intranet Initial Page | 5.4 Message Report |
| 1.3 Change Password | 5.6 Customer/ Product/ Vendor Message |
| 1.4 Log in & Log out | 6. Intranet Mobile Application |
| 2. Intranet System Setup | (iOS/Android) |
| 2.1 Setup System Options | 7. Intranet Fixed Asset Record |
| 2.2 Enter Company Information | 8. Intranet Excel Import Tools |
| 2.3 Setup Department | - Support Customer/VIP/ Product |
| 2.4 Setup Locations | Vendor/ Asset/ Employee |
| 2.5 Setup User Right Group | 9. General Ledger Setup |
| 2.6 Setup User Right | 9.1 Setup User |
| 2.7 Setup Currency & Cur. Rate | 9.2 Setup Chart of Accounts |
| 3. Intranet System | 9.3 Interface |
| 3.1 All options links | 9.4 Options |
| 3.2 Options Search box | 9.5 Setup Journals |
| 3.3 Send Email Function | 9.6 Enter Opening Balance |
| 3.4 Printer Setting | 10. General Ledger Routine |
| 3.5 Select View/Input Fields | 10.1 Entering Transactions |
| 3.6 Download Tools | 10.2 Printing Transaction Reports |
| 4. Hotlink Setup e | 10.3 Bank Reconciliation |
| 4.1 Search Boxes | 10.4 Emulate Posting |
| 4.2 Hotlink Functions | 10.5 Printing Provisional Financial |
| 4.3 Commonly Used Reports | 10.6 Actual Posting |
| 5. Intranet Message Centre | 10.7 Printing Financial Reports |
| 5.1 Message Options | 10.8 Close Month |

Lesson 2 9:15am – 1:00pm

Intranet Receivable and Payable

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| 1. Receivable Setup | 2.3 Printing Transaction Reports |
| 1.1 Interface | 2.4 Printing Customer Reports |
| 1.2 Options | 2.5 Printing Customer Statement |
| 1.3 Entering Customer Group | 2.6 Emulate Posting |
| 1.4 Entering Salesman | 2.7 Actual Posting |
| 1.5 Entering Customer Records | 3. Payable Setup |
| 1.6 Entering Previous Invoices | 3.1 Interface |
| 2. Receivable Routine | 3.2 Entering Vendor Group |
| 2.1 Entering AR Invoice | 3.3 Entering Vendor Records |
| 2.2 Entering AR Payment | 3.4 Entering Previous Invoices |

Lesson 3 9:15am – 1:00pm

Intranet Inventory Control Setup & Purchasing & Order Processing Function

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| 1. Inventory Control | 2.4 Print Purchase Transactions Reports |
| 1.1 Basic Information | |
| 1.2 Setting Up Product Information | 2.5 Print Purchase Order Reports |
| 1.3 Entering Inventory | 2.6 Print Purchase Invoice Reports |
| 1.4 Initial Stock | 2.7 Print Purchase Journal |
| 2. Purchasing | 2.8 Posting |
| 2.1 Basic Information | 3. Order Processing |
| 2.2 Entering Purchase Order | 3.1 Partail Deliver Order to Invoice |
| 2.3 Entering Purchase | 3.2 Entitle Convert Order to Invoice |
| | 3.3 View Order Status |

Lesson 4 9:15am – 1:00pm

Intranet Sales Invoicing, Inventory Control & Quotation

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| 1. Sales Invoicing | 3. Inventory Adjustment |
| 1.1 Basic Information | 3.1 Stock Consumption |
| 1.2 Enter Sales Order | 3.2 Stock Adjustment |
| 1.3 Enter Sales Invoice | 3.3 Print Stock Adjust Journal |
| 1.4 Printing Sales Journal | 3.4 Posting |
| 1.5 Printing Order Reports | 4. Quotation |
| 1.6 Posting | 4.1 Entering Quotation |
| 1.7 Printing Sales Reports | 4.2 Accept / Reject Quotation |
| 2. Inventory Control | 4.3 View Quotation Status |
| 2.1 Printing Inventory | 4.4 Printing Quotation Report |
| 2.2 Printing Inventory | 4.5 Purge Closed Quotation |

Lesson 5 9:15am – 1:00pm

Intranet Point of Sales System

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| 1. POS Shop | 2. POS Office |
| 1.1 Login System | 2.1 Setup Location |
| 1.2 Basic Settings | 2.2 POS Options |
| 1.3 Shop Interface | 2.3 Setup Payment Methods |
| 1.4 Scan Function | 2.4 Setup Sales Codes |
| 1.5 VIP Function | 2.5 Setup Salesman |
| 1.6 Entering Shop Invoices | 2.6 Setup Touch Screen Group |
| 1.7 Confirm Distribution | 2.7 POS Daily Routine Job |
| 1.8 Cash Payment | 2.8 POS Reports |
| 1.9 View Transaction | 2.9 VIP Backend Management |
| 1.10 Print Daily Journal | 2.10 Shop Authority Management |

Remarks:

1. Within the maintenance period, the course attendants are entitled to an unlimited number of repetitions of the specific training course.
2. For the schedule of other modules, such as Production, Multi-Currency and Payroll please enquire dynamic.
3. For class schedule, please kindly check DynamicWebsite. (www.dynamic.com.hk)