

# ALERE<sup>®</sup> Accounting

## Technical Seminar Outline

### Daily Seminar Structure (approximate):

9:00 am	Class Starts
10:30 am - 10:40 am	Break
12:00 pm - 12:30 pm	Lunch
2:00 pm - 2:10 pm	Break
3:30 pm - 3:40 pm	Break
4:30 pm - 5:30 pm	End of Day

Third day generally ends between 3:00 and 4:00 PM

The **Technical Seminar** is a two and one half day classroom style seminar designed to introduce you to the fundamentals of installing and using the ALERE Accounting package.

## Implementing ALERE

### Introduction to ALERE

Moving within the product – using the keyboard and mouse  
Multi lingual abilities  
Using the HTML Manual and web updates  
Using Fetch, Browsers and Hyperlinks  
External Hyperlinks  
Function Keys (Keyboard Movement)

### Installation

Installing the program, what gets installed where

### Manager Module

Create / Change / Remove Company  
Setting up companies  
TIW File Update  
Company defaults

### General Ledger Module

Creating a chart of accounts  
Setting default GL accounts  
Setting up and testing custom GL accounts and code definitions  
Establishing fiscal periods  
Posting to prior periods or year  
GL journal entries and audit trails, pending journal entries  
Reversing transactions  
Transaction drill down  
Setting up and using account distributions  
GL Account Filter Rules

### Manager Module

Code definitions  
Customer and Supplier terms  
Comments  
Setting up and using the tax rules and tables  
Establishing Units of Measure conversions  
Company Templates  
Handling non-stock items  
Company addresses and locations  
Proximity locations and Google Maps

### Creating Checking Accounts

Open Company

User Controls

Labor and Attendance

Login passwords

Login options

Users

Utilities

Data Gateway

Electronic File 1099's

Next Order Numbers

Printer Defaults

Reconcile balances

Remove Duplicates

System tools

Clearing flags

Packing and reindexing

Backup and Reduce Data

Key Changes

Screen Security

key activation

Accessing FoxPro

Data Dictionary

Modifying screens, reports, and labels

About ALERE, What's New, EULA

### Windows Menu

Calendar

Calculator

Screen Selection and placement

### Inventory Module

Item definition

Adding an item

Locations, Images

ID Lots, Traits and Serial Numbers

Customer Item Numbers

Supplier Item Numbers

Activity tracking

### **Commissions Module**

Sales Rep Definition  
Commission Rules & Inquiry  
Generate Commissions  
Create AP's for Commissions  
Reports

### **Configurator Module**

Item configuration  
    Adding  
    Add/ Edit children  
Reports

### **Mobility Module**

Manage Cloud Data  
Mobility Cloud User Setup

### **Multi Currency Module**

Create currencies  
Exchange Rates  
Rate History & Graphing  
Reports

## **Using ALERE**

### **Sales Module**

Quotes, sales orders, blanket orders, recurring orders, returns, and sales invoices  
Converting, shipping and processing orders  
Lot/Serial/Trait selection  
Barcode use on orders  
Using the Activity and GL tabs  
AR/Cash Receipts, General or SO Prepayments  
Creating a payable from a credit memo  
Customer information  
Processing recurring orders  
Mass Processing & Statement emails  
Handling AR/Cash Receipts  
Doing sales inquiry  
Setting up and testing pricing rules  
Reports

### **Purchases Module**

Purchase orders, return orders, recurring orders, quotes  
Converting, receiving and processing orders  
Barcode use on orders  
Supplier information  
Creating an AP entry  
Approving payables  
Purchase Requisitions  
Generate Recurring PO's and AP's  
Check printing, reprinting, and voiding. Mass and Individual  
Paying with a Credit Card  
Reports

### **InTouch Module**

Company Profile  
Company Contacts  
Prospect Profile

Prospect Contacts  
Prospect Quotes  
Mass Email Rules and Creation  
Contact Calendar  
Tasks  
Reports

### **Analytics Module**

Data Archiving  
Customer Analytics  
Supplier Analytics  
Inventory Analytics  
GL Account Analytics  
Reports

### **DRP Module**

Planning  
Generate Purchase Orders  
Sales Order specific planning  
Reset Plan tables  
Reports

### **Mobility Module**

Remote Data Access

### **DAQ (Data Acquisition)**

Posting to Accounting and Manufacturing using bar coding, doing Inventory Inquiries

### **Inventory Module**

Mass shipping and receiving  
Transfer orders  
Inventory adjustments  
Barcode use for inventory transfers  
Future activity  
Log of activity  
Reports

### **General Ledger Module**

Multi Company Consolidations  
Budgeting, Internal or External via Excel  
Recurring Journal Entries Setup and Posting  
Export to F9  
GL Inquiry by period  
Closing an accounting year  
Aspects of automatic period closing  
Implications of real-time GL  
Reports

### **Manager Module**

Bank Transactions  
Bank Reconciliation  
Executive Advisor  
Reports