

# ALERE™ Accounting

## Technical Seminar Outline

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

### Implementing ALERE

#### Program background

The architectural foundation  
Overview of the Developer's Source Kit  
The broad view

#### Overview of modules

Moving within the product – using the keyboard and mouse  
Multi lingual abilities  
Using the HTML Manual and web updates

#### Installation

Installing the program, proper locations

#### Manager Module

Create / Change / Remove Company  
Setting up the sample company  
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  
GL journal entries and audit trails  
Reversing transactions  
Transaction drill down  
Setting up and using account distributions  
Aspects of automatic period closing  
Implications of real-time GL

#### Manager Module

Code definitions  
Customer and Supplier terms  
Comments  
Setting up and using the tax rules and tables  
Establishing Units of Measure conversions  
Handling non-stock items  
Company addresses and locations  
Login passwords  
Utilities

- Company setup,
- Recalculating file balances
- Miscellaneous

System tools

- Clearing flags,

Packing and reindexing

- Index checks,
- Login options, Users
- Key activation,

Accessing FoxPro, System Maintenance  
Modifying screens and reports  
Windows preferences and Help

### Inventory Module

Item definition

- Adding an item
- Locations, Images
- ID Lots, Traits and Serial Numbers
- Suppliers
- Activity tracking

### Configurator Module

Item configuration

- Adding
- Add/ Edit children

### Running ALERE

#### Sales

Quotes, sales orders, blanket orders, recurring orders, returns, and sales invoices  
Converting, shipping and processing orders  
Using the Activity and GL tabs  
Creating a payable from a credit memo  
Customer information  
Processing recurring orders  
Handling AR/Cash Receipts  
Doing sales inquiry  
Setting up and testing pricing rules  
Reports

#### Purchases

Purchase orders, return orders, recurring orders, quotes  
Converting, receiving and processing orders  
Supplier information  
Creating an AP entry  
Approving payables  
Check printing, reprinting, and voiding  
Reports

#### Inventory

Mass shipping and receiving  
Transfer orders  
Inventory adjustments  
Reports

#### General Ledger

Posting to prior periods or year  
Closing an accounting year  
Budgeting  
Business Consolidation  
Reports

#### Manager Module

Bank Transactions  
Reconciliation  
Executive Advisor