

Topics Included in Training Presentations

<i>Assistance with determining the appropriate training solution for your needs is just a phone call away!</i>	BASIC TRAINING CLASS <i>Comprehensive Overview</i>	RAMP OPERATIONS CLASS <i>Hands-On Overview</i>	MAINTENANCE OPS CLASS <i>Hands-On Overview</i>	FOCUS SESSION <i>Customized to Your Requirements</i>	TELEPHONE TRAINING <i>Single Topic Overview</i>	ONSITE TRAINING <i>Customized to Your Requirements</i>	RECONCILIATION PROJECTS
TOPIC							
<i>Program Installation & Setup</i>	●					●	
<i>Receivables & Invoicing:</i>							
*Front Counter Operations	●	●		●		●	
*Concierge Records	●	●		●	●	●	
*Customer Accounts Receivable	●	●		●		●	
*Credit Card Processing Procedures	●	●		●	●	●	
*Recurring Charges/ Rental Space Management	●	●		●	●	●	
*Month-End Receivables Procedures	●	●		●		●	
<i>Inventory Procedures:</i>							
*Purchase Order Processing	●	●	●	●	●	●	
*Receiving Orders	●	●	●	●	●	●	
*Returning Items	●	●	●	●	●	●	
*Tracking Cores	●		●	●	●	●	
*Reworked and Rotable Components	●		●	●	●	●	
*Physical Inventory Adjustments	●	●	●	●	●	●	
*Inventory Pricing Structure	●	●	●	●		●	
*Serialized Parts Management	●		●	●		●	
*Fuel Farm Operations	●	●	●	●	●	●	
*Bar-coding	●	●	●	●	●	●	
<i>Accounts Payable Procedures:</i>							
*Vendor Accounts	●			●	●	●	
*Purchase Bills	●	●	●	●	●	●	
*Notes & Leases	●			●	●	●	
*Move Money Between AR and AP	●			●	●	●	
*COD Payments	●	●	●	●	●	●	
*Payments and Credit Memos	●			●	●	●	
<i>Checking Accounts:</i>							
*Managing Multiple Accounts	●			●	●	●	
*Making Entries	●			●	●	●	
*Transferring Money	●			●	●	●	
*Reconciliation Process	●			●	●	●	
<i>Payroll Processing:</i>							
*Employee Records	●			●	●	●	
*TimeClock	●		●	●	●	●	
*Timecards	●			●	●	●	
*Making the Payroll	●			●	●	●	
*Deductions	●			●	●	●	
*Taxes	●			●	●	●	
*Employee Advances	●			●	●	●	
*Year-End Reports	●			●	●	●	

See Training Options & Special Services for further description of training options.

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TOPIC							
<i>General Ledger Management:</i>							
*Chart of Accounts and Automatic Ledger List	●			●		●	
*Departmentalized Accounting	●			●		●	
*Journal Entries	●			●		●	
*Monthly Reconciliation Procedures	●			●		●	
*Financial Reports	●			●		●	
*Budgeting	●			●	●	●	
*Reporting Aircraft Profitability/Leaseback	●			●	●	●	
<i>Shop Operations:</i>							
*Building Shop Orders	●		●	●	●	●	
*Batch Updating Labor and Parts	●		●	●	●	●	
*Customer Deposits	●		●	●	●	●	
*Posting Work in Progress	●			●	●	●	
<i>Aircraft Management:</i>							
*Aircraft Records	●		●	●	●	●	
*Maintenance Reminders	●		●	●	●	●	
*Components Tracking	●		●	●	●	●	
*Weight & Balance Records	●		●	●	●	●	
*Logbook Entries	●		●	●	●	●	
<i>Charter:</i>							
*Setting Prices	●			●	●	●	
*Taxes	●			●	●	●	
*Preparing the Quote	●			●	●	●	
*Billing the Trip	●			●	●	●	
<i>Flight School:</i>							
*Student Records	●			●	●	●	
*Pilot Records	●			●	●	●	
*Course Management	●			●	●	●	
*Selling Packages	●			●	●	●	
<i>Dispatching Flights:</i>							
*Rental and Instructional Flight Dispatch	●	●		●	●	●	
*Charter/Scheduled Flight Dispatch	●			●	●	●	
<i>Scheduling:</i>							
*Schedule Defaults	●	●		●	●	●	
*Updating the Schedule	●	●		●	●	●	
<i>Concierge</i>							
*Using the SuperScreen effectively	●	●		●	●	●	
*Entering Concierge Requests	●	●		●	●	●	
*Managing Requests & Using Reports	●	●		●	●	●	
*Automated Invoicing	●	●		●	●	●	
*Integration with FlashTurn™	●	●		●	●	●	

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