Topics Included in Training Presentations

Assistance with determining the appropriate training solution for your needs is just a phone call away!	BASIC TRAINING CLASS Comprehensive Overview	RAMP OPERATIONS CLASS Hands-On Overview	MAINTENANCE OPS CLASS Hands-On Overview	FOCUS SESSION Customized to Your Requirements	TELEPHONE TRAINING Single Topic Overview	ONSITE TRAINING Customized to Your Requirements	RECONCILIATION PROJECTS
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TOPIC	m J	R H	M	E 3	T Si	0	2 2
Program Installation & Setup	•					•	
Receivables & Invoicing:							
*Front Counter Operations	•	•		•		•	
*Concierge Records	•	•		•	•	•	
*Customer Accounts Receivable	•	•		•		•	
*Credit Card Processing Procedures	•	•		•	•	•	
*Recurring Charges/ Rental Space Management	•	•		•	•	•	
*Month-End Receivables Procedures	•	•		•		•	
Inventory Procedures:							
*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	•	•	•	•	•	•	
Accounts Payable Procedures:							
*Vendor Accounts	•			•	•	•	
*Purchase Bills	•	•	•	•	•	•	
*Notes & Leases	•			•	•	•	
*Move Money Between AR and AP	•			•	•	•	
*COD Payments	•	•	•	•	•	•	
*Payments and Credit Memos	•			•	•	•	
Checking Accounts:							
*Managing Multiple Accounts	•			•	•	•	
*Making Entries	•			•	•	•	
*Transferring Money	•			•	•	•	
*Reconciliation Process	•			•	•	•	
Payroll Processing:							
*Employee Records	•			•	•	•	
*TimeClock	•		•	•	•	•	
*Timecards	•			•	•	•	
*Making the Payroll	•			•	•	•	
*Deductions	•			•	•	•	
*Taxes	•			•	•	•	
*Employee Advances	•			•	•	•	
*Year-End Reports	•			•	•	•	

Topics Included in Training Presentations

General Ledger Management: *Chart of Accounts and Automatic Ledger List *Departmentalized Accounting *Journal Entries *Monthly Reconciliation Procedures *Financial Reports *Budgeting *Reporting Aircraft Profitability/Leaseback *Shop Operations: *Building Shop Orders *Butch Updating Labor and Parts *Customer Deposits *Customer Deposits *Aircraft Management: *Aircraft Records *Maintenance Reminders *Weight & Balance Records *Weight & Balance Records *Logbook Entries *Setting Prices *Taxes *Taxes *Preparing the Quote *Billing the Trip *Pilgit School: *Student Records *Pilot Records *Course Management *Sching Pilghts: *Rental and Instructional Flight Dispatch *Charter/Scheduled Flight Dispatch *Scheduling: *Scheduling: *Scheduling Requests & Using Reports *Managing Requests & Using Reports *Automated Invoicing *Integration with *FlashTurn**	Assistance with determining the appropriate training solution for your needs is just a phone call away!	BASIC TRAINING CLASS Comprehensive Overview	RAMP OPERATIONS CLASS Hands-On Overview	MAINTENANCE OPS CLASS Hands-On Overview	FOCUS SESSION Customized to Your Requirements	TELEPHONE TRAINING Single Topic Overview	ONSITE TRAINING Customized to Your Requirements	RECONCILIATION PROJECTS
**Chart of Accounts and Automatic Ledger List	General Ledger Management:							
#Departmentalized Accounting #Journal Entries #Monthly Reconciliation Procedures #Financial Reports #Budgeting #Reporting Aircraft Profitability/Leaseback #Shop Operations: #Budlung Shop Orders #Budlung Shop Orders #Budlung Shop Orders #Customer Deposits #Posting Work in Progress Aircraft Management: #Aircraft Management: #Aircraft Managements #Weight & Balance Records #Maintenance Reminders #Ueight & Balance Records #Logbook Entries #Taxes #Taxes #Preparing the Quote #Preparing the Quote #Billing the Trip #Fight School: #Student Records #Selting Packages #Course Management #Selting Packages #Course Management #Selting Plackages #Schedule Defaults #Charter/Scheduled Flight Dispatch #Charter/Scheduled Flight Dispatch #Chartering Concierge Requests #Uasing the SuperScreen effectively #Entering Concierge Requests #Managing Requests & Using Reports		•			•		•	
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Concierge *Using the SuperScreen effectively • • • • • • • • • • • • • • • • • • •								
*Using the SuperScreen effectively *Entering Concierge Requests *Managing Requests & Using Reports *Automated Invoicing *Using the SuperScreen effectively • • • • • • • • • • • • • • • • • • •							_	
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*Managing Requests & Using Reports *Automated Invoicing • • • • •								
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GSE							
*Setting up GSE items	•	•	•	•	•	•	
*Updating Maintenance Performed	•	•	•	•	•	•	
Computer Hardware & Networking Suggestions	•					•	
Security Issues	•			•	•	•	
Database Management	•					•	
Data Reconciliation				•		•	•
Wireless Operations	•	•		•		•	
Customer Database Review				•		•	•
FlashTurn TM Online Service Request System				•	•	•	
Option Benefits:							
*Low Cost Option	•	•	•		•		
*Curriculum Tailored to Your Specific Needs	_			•	•	•	•
*Isolation from Interruption *Minimize Time Out of the Office	•	•	•	•			
*Interact with other Aviation Professionals	•	•	_		•	•	
Interact with other Aviation Professionals	•	•	•				
NOTE: Although <i>TotalFBO</i> ® continues to grow							
and include new options, the number of days in a							
training week do not! And there is a real limit to how							
much a student can absorb in any class. Therefore,							
there are many details and functions which are not							
covered in a standard class. If you need help on these							
areas, please select a customized training option.				•	•	•	
	1						