Sympac Training   Business Change Over		Please in	dicate whom	will be completing the training w
Person Completing this Form	Title:	S	ympac can pr	ovide the training at the current <b>l</b>
Store Name:				
Current Business Owners Name:				
New Business Owners Name:				
new business owners name.		Current Owner	OR	Sympac to Quote & Train
			-	
System Overview		30 minutes	l	
Start-up/Shut-Down Computer				
Log-In / Log-out / Exit / Options Button				
Interacting with SYM-PAC		30 Minutes	1	
Using the Help Desk		50 Millutes	J	
Help Desk Escalation procedure			-	
Stationery Orders using Sympac Online			-	
		I I	- I	<u> </u>
Point of Sale - In Brief		1.5 Hours	1	
Cash sales				
Debtor sales				
EPC search, including an explanation of EPC structure, viewing and copying products				
Customer Orders - Cash and Debtors				
Debtor receipts				
Parking and loading dockets				
Quotes				
Processing an Adjustment Note to a Customer's Account versus Cash Sale Credit Note				
Advanced POS Training		1.5 Hours	l	
Creating, searching, loading and deleting customer dockets			.	
Altering, making payments and reprinting customer dockets				
Transaction enquires on cash customers and debtors				· · · · · · · · · · · · · · · · · · ·
Debtor file maintenance from POS				· · · · · · · · · · · · · · · · · · ·
Methods to re-price dockets			-	
Credit mode / quote mode				
Creating, altering and printing a quote Rolling a quote to a customer order, with part deliveries and invoicing stage				
Loading PDEs at POS			·}	
GST exempt sales				
our exemption of		1	.L	<u> </u>
EOD Procedures		1 Hour	1	
Till Balancing			'	
Entering Unders/Overs				
End Of Day Procedures				
Backup Procedures (including reviewing successful backup report)				
Combined Till Report				
Daily Gross Profit Report				
Monthly Store Performance Report				
Audit Lists				

## Sympac Training | Business Change Over

	Current Owner	OR	Sympac to Train
End Of Month Procedures	1 Hour		
Statements			
Aged Debtors			
Stock Status Report			
Monthly Till Report			

Margin Protection Strategies	30 Minutes		
When to take up cost and RRP changes (Comp Report, Inwards Goods, Supplier Price Lists, etc)			
Daily Gross Profit Report Exceptions - why are things listed as exceptions, strategies to reduce exceptions			
Margin Exceptions Report			
Setting Budgets	30 Minutes		
Monthly Store Performance – Sales and Cost of Business			
Open To Buy Budgeting			
Advanced Inventory Training	1.5 Hours		
Kits, Packages, Produt Splitting, Associated Products			
Table Magic			
Global Alters			
Printing from on screen enquiries, Saving screen enquiries to CSV			
Strategies for Setting Min/Max stocks - Setting Min Stocks, via PDE/PDA			
Gap Management			
Suggested Order Report			
Management Reporting	1.5 Hours		
Sales Reports - Customer, Inventory, Invoice History			
Stock Status Report			
Dead Stock Report			
Units Sold Report			
Catalogue Performance report			
Report Generator			
Design & Document Monthly Reporting procedures			
PDE / PDA Usage	30 Minutes		
Menu			
Cap Management			
Review Stocktaking			
Review Purchase Ordering	-1		
Review loading to TBO	-1		
Review Labelling Review Setting Retail Pricing	-1		
Review Setting Min/Max Stock Levels	-11	·	
		L	

## Sympac Training | Business Change Over

Current Owner         OR         S           Debtor Transaction Enquiry - active transaction ist         2Hours         2Hours           Function Keys in Debtor Transation Enquiry (Main)         Image: Contract State Contrat State Contract State Contrat State Contract State C	mpac to Train
Debtor Transaction Enquiry Mamin         Image: Control of Contro of Control of Control of Control of Control of Control o	ympac to Train
Debtor Transaction Enguiny Main)	
Function Keys in Debtor Transation Enquiry (Main)     Image: Contract Section Enquiry (Window)       Function Keys in Debtor File Maintenance     Image: Contract Section Enquiry (Window)       Tarasaction History Search     Image: Contract Section Enquiry (Window)       Transaction History Search     Image: Contract Section Enquiry (Window)       Transaction History Search     Image: Contract Section Enquiry (Window)       Invoice Reporting     Image: Contract Section Enquiry (Window)       Invoice Reporting     Image: Contract Section Enquiry (Window)       Notes Reporting     Image: Contract Section Enquiry (Window)       Custome: Order Reports     Image: Contract Section Enquiry (Window)       Debtors Arcarge Days to Pay information     Image: Contract Section Enquiry (Window)       Debtor Allocation processing     Image: Contract Section Enquiry (Window)       Debtor Allocation processing     Image: Contract Section Enquiry (Window)       Debtor Allocation processing     Image: Contract Section Processing       Desk: Office Debtor Receipts     Image: Contract Section Processing       Transation List     Image: Contract Section Processing       Desk: Office Debtor Information for mail merges     Image: Con	
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Debtor Allocation processing       Image: Constraint of the second	
Back Office Debtor Receipts	
Transation Lists	
Audit Lists       Exporting debtor information for mail merges       Image: Surcharges on tender types         Surcharges on tender types       30 Minutes         Labeling Procedures       30 Minutes         Review Queueing Labels from the Comparison Report       Image: Surcharges on tender types         Labeling Procedures       30 Minutes         Review Queueing Labels from the Comparison Report       Image: Surcharges on tender types         Printing Labels       Image: Surcharges on tender types         Running the Price Update       Image: Surcharges on tender types         Purchase Ordering       Image: Surcharges on tender types         Creating a Manual Purchase Order       Image: Surgested Order Report         Using the 5 uggested Order Report       Image: Surgested Order, Manually)         Coods Inwards       Image: Surgested Order, Manually)	
Exporting debtor information for mail merges       Image: Surcharges on tender types         Surcharges on tender types       30 Minutes         Labeling Procedures       Image: Surcharges on tender types         Review Queueing Labels from the Comparison Report       Image: Surcharges on tender types         Review Queueing Labels from the PDE       Image: Surcharges on tender types         Review Manual Label Queue       Image: Surcharges on tender types         Printing Labels       Image: Surcharges on tender types         Running the Price Update       Image: Surcharges on tender types         Purchase Ordering       Image: Surcharges on tender         Creating a Manual Purchase Order       Image: Surgested Order Report         Using the Suggested Order Report       Image: Surgested Order, Manually)         Coods Inwards       Image: Surgested Order, Manually)	
Surcharges on tender types       30 Minutes         Labeling Procedures       30 Minutes         Review Queueing Labels from the Comparison Report       Image: Comparison Report         Review Queueing Labels from the PDE       Image: Comparison Report         Review Manual Label Queue       Image: Comparison Report         Printing Labels       Image: Comparison Report         Running the Price Update       Image: Comparison Report         Purchase Ordering       Image: Comparison Report         Creating a Manual Purchase Order       Image: Comparison Report         Using the Suggested Order Report       Image: Comparison Report         Using the To Be Ordered System (POS, Suggested Order, Manually)       Image: Comparison Report	
Labeling Procedures       30 Minutes         Review Queueing Labels from the Comparison Report	
Review Queueing Labels from the Comparison Report         Review Queueing Labels from the PDE         Review Manual Label Queue         Printing Labels         Running the Price Update         Purchase Ordering         Creating a Manual Purchase Order         Lising the Suggested Order Report         Using the To Be Ordered System (POS, Suggested Order, Manually)         Coods Inwards	
Review Queueing Labels from the Comparison Report         Review Queueing Labels from the PDE         Review Manual Label Queue         Printing Labels         Running the Price Update         Purchase Ordering         Creating a Manual Purchase Order         Using the Suggested Order Report         Using the To Be Ordered System (POS, Suggested Order, Manually)         Coods Inwards	
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Purchase Ordering     1 Hour       Creating a Manual Purchase Order     1       Creating a Promo Order     1       Using the Suggested Order Report     1       Using the To Be Ordered System (POS, Suggested Order, Manually)     1	
Creating a Manual Purchase Order	
Creating a Manual Purchase Order	
Creating a Promo Order	
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Using the To Be Ordered System (POS, Suggested Order, Manually)  Goods Inwards	
Goods Inwards	
Goods In Unmatched	
Goods In Auto	
Managing Cost Changes	
Reporting Options	

## Sympac Training | Business Change Over | Additional If Applicable

	Current Owner	OR	Sympac to Train	
Buying Group Procedures if Applicable	1.5 Hours			
Collecting Buying Group Updates	1.5 Hours	r		
Processing Buying Group Updates		— <b> </b>		
Loading Electronic Invoices				
Comparison Report		—		
Receipting Against Electronic Invoices		— ———		
Placing an Order via SYM-PAC's Buying Group Interface				
Placing an Order via STM-PACS buying Group Interface				
Creditors	2 Hours Minimum			
Creditor Insert / Alter / Delete				
Creditor invoice Entry / adjustment note input				
Creditor Invoice Input - Match to delivery   Batch				
Creditor Payments - Manual				
- Batch payment (direct deposit bank file)		-1111		
- General ledger postings				
- Prompt payment				
Release / Hold function x Creditor				
Release / Hold function - Batch All				
Creditor trial balance (aged creditors)		-1		
Creditor reporting - Creditor listing				
- Transaction listing		h		
- Cash requirements		h		
- Cash requirements				
Claims processing - Return to supplier				
- Overcharge		_		
- Match claim to Adjustment note				
General Ledger - Manual	4 Hours Minimum	-		
File maintenance - Insert / Alter / Delete	4 Hours Minimum	rr		
Transaction Enquiry				
Transaction Enquiry Transaction Listing				
		_		
Manual Journals		_		
Pending Transactions - Listing / report				
- Review / edit pending transactions - Update pending transactions		h		
Profit & Loss Report				
Balance sheet		_		
Trial Balance		_∦∦		
Yearly Analysis		_∦∦		
Budgets vs Actuals reporting		_∦∦		
Transaction Listing		_		
DAC Descention				
BAS Reporting				
BAS transactions				

## Sympac Training | Business Change Over | Additional If Applicable

	Current Owner	OR	Sympac to Train
General Ledger - Integrated	4 Hours Minimum		
Sales Journals - By Department versus by Day			
- What Reports to Balance To			
Banking Journals - Integrated from Cobined Tills			
- Integrrated from Bank Deposit Form			
Stock Adjustments			
Inwards Goods & Goods Received Not Yet Charged - Discussion of concept and ramifications			
GRNYC Reporting			
Payroll	2 Hours Minimum		
Payment, Allowance, Deductions Codes			
Tax Scales			
Setting up Payroll tables - Bank Acc details			
- Divisions, Cost Centres, Unions, etc			
Employee File Maintenance			
Setting up PAD codes for individual employees			
Setting up Annual Leave, Sick Leave, Long Service Leave accruals			
Handling exceptions - Salary Sacrifice, Employee Contributed Super, HECs			
Processing Weekly / Fortnightly / Monthly pay periods			
Printing Payslips and Updating Pay Summaries			
Configuring and Reviewing the Pay Details Report			
Creating Bank Transaction File to Import to Banking Software			
Superannuation Set up			
Superanuation reporting & payment			
Superannuation exceptions/adjustments			
Single Touch Payroll (STP) set up and processing			

Existing Store Owners to Agree and Sign:	Name:	Date:
I agree that the above register of training will be completed and that the new business owners understand the areas they have been trained in.	Signed:	
New Store Owners to Agree and Sign:		
	Name:	Date:
I Agree to the Business Change Over Training Requirements. Training will be quoted as part of the business		
change over if requested above for Sympac to complete the training as outlined above. Alternatively training		
MUST be carried out by the existing store owners and staff.	Signed:	