

Office Manager Tune-Up

ADP has developed the Office Manager/Controller Tune-Up particularly with you in mind. The Tune-Up will help you make the most of your position and assist you in increasing your knowledge and productivity levels as a new Office Manager/Controller.

Below, we've outlined the details that will be covered in this on-the-job training session. The Office Manager/Controller Tune-Up will be completed by an ADP training professional with 4 days of on-site training.



Entering Customers

- Control Types
- Adding and Updating Names
- Print Name List
- Search Names
- Review Retention File (CNR)
- Creation of RPG Name List Reports
- Proper Procedure for deleting SLS Numbers (1st re-assign Orphan Owners, 2nd delete in F&I, 3rd delete in Accounting)

Entering Vehicles

- Vehicle Stock Types
- Make and Model Abbreviations
- Add and Update Units
- Print Unit List
- Search Vehicles
- Display Vehicle Costs
- Review, Update or Customize Inventory List (UIL)
- Review TVD Functions (Transfer VIN Descriptions)
- Procedures for Deleting Units

Payables, Checks and Receipts

- Add and Update Vendors
- Vendor List
- Enter Vendor Invoices
- A/P Functions
- A/P Checks
- On-Demand Checks
- Cash Receipts
- Cash Applications
- Function Void, Clearing of Register
- Update Needed for 1099 processing
- Process for Adjustments Receipts, Deposit Report, Setup & Maintenance, Receipt Register

Post Documents

- Journal Entries
- Adjusting Entries
- Reverse Entries
- Recurring Entries
- Write-off Entries

Accounting Inquiry

- Inquiry Functions

Month-End Reports

- Month-End Checklist
- Accounts Receivable Processing
- Adjust Unit Counts
- Financial Statement
- Schedules
- A/P Schedule and A/R Schedule
- Detail General Ledger
- Journals
- Accounting Month-End
- Jobstack

Accounting Set-ups

- Name Retention
- Make and Model Abbreviations
- Chain Accounts
- Expense Allocations
- Journals
- Write-Off Entries
- Schedule Report Format
- Detail GL Report Format
- Cash In Bank Report Format
- Data Retention
- Change Chart
- MIS Reports