<h1 style="text-align:center; color:blue;">Database Training Conference</h1>

<h2 style="text-align:center; color:blue;">Session Descriptions</h2>

Classes are setup in blocks. When registering, you will be signing up for all the classes in a block. You may sign-up for 2 blocks each day. To register, complete a Registration Form and fax it to DST at (413) 254-7943.

Friday, April 8th

	Track 1	Track 2	Track 3	Track 4
8:00 - 12:00	Beginning Accounting	Software Add-ons	Software Efficiencies	Database Support/TCL
1:00 - 5:00	Intermediate Accounting	Software Add-ons	Software Efficiencies	Database Support/TCL

Saturday, April 9th

	Track 1	Track 2	Track 3	Track 4
8:00 - 12:00	Beginning Accounting	Hardware Add-ons	Software Efficiencies	Database Support/TCL
1:00 - 5:00	Intermediate Accounting	Hardware Add-ons	Software Efficiencies	Database Support/TCL

Please read below for details about the topics being offered in each block.

Block: Beginning Accounting
Topics: A/P, A/R, Warranty, & End of Month Reporting
Level: Basic Familiarity with the Database Accounting System

Beginning Accounting
This class will be geared toward users who have basic familiarity with the system but want to learn more. We'll cover the basics of the accounting package as well as discuss tips and tricks to save you time!

- Accounts Payable – The OLD Menu 13.1 is going to disappear so now is the time to learn the NEW and IMPROVED Menu 13.20 to voucher your payables. We'll cover this menu path in detail, as well as the other aspects of Menu 13, including the steps involved in cutting checks and reconciling your bank statements.

- Accounts Receivable – Posting Cash, AR Adjustments will be the focus of this segment. But we'll also cover the other functions accessible through Menu 4, such as Dunning letters, which will help you collect your AR$ faster!

- Warranty – Your warranty processes and procedures would be so much easier if you knew how to use the warranty system – we'll cover the steps on how to use the system and your reward will be an increase in your warranty collections!

- End of Month Reporting – Don't know what you are supposed to do with that big stack of paper that comes off your printer on the last day of the month? We'll discuss what information is the most useful and what you should be looking for.

Time will be allotted to discuss problems specific to attending stores and challenges users are facing in their daily operations. This will be an excellent OPEN forum to share your development concerns and ideas for future upgrades.

Block: Intermediate Accounting
Topics: A/P, A/R, G/L, Warranty, & Inventory
Level: Intermediate Experience with the Database Accounting System

Intermediate Accounting

The Accounting Package has so many features and benefits that often go unnoticed - we'll cover all aspects of Accounts Payable, Accounts Receivable, General Ledger and Warranty. We'll actually spend time learning how menus 4, 13, 14 and 15 all tie together so that you can bring your financial reporting IN HOUSE – it is easy! You'll only need to see your CPA at tax time!

Accounts Payable – MENU 13 - Topics will include all aspects of menu 13, specifically the particulars of 13.20.2 and 13.20.3. Other topics such as reconciliation and flow of inventory through the general ledger, average cost implications, cash disbursements and bank reconciliation will also be covered.

Accounts Receivable – MENU 4 - Focus will be on Aging reports, cash posting and AR adjustments, as well as monthly reporting and reconciliation.

General Ledger – MENU 14 - Scope of class will include journal entries, financial statements and end of month close/review. Time will be allotted to discuss the flow of sales and inventory processes through the general ledger.

Warranty – MENU 15 - The functionality of menu 15 will be discussed, as well as how warranty flows through the general ledger. Stock adjustments will also be covered, as well as monthly reconciliation.

Inventory - We will discuss reconciliation and flow of inventory through the general ledger, average cost implications and End-Of-Month close and review.

Time will be allotted to discuss problems specific to attending stores and challenges users are facing in their daily operations. This will be an excellent OPEN forum to share your development concerns and ideas for future upgrades.

Block: Hardware Add-Ons
Topics: Signature Capture, Hand-helds, Bar Coding
Level: Beginner

Signature Capture

If you have asked yourself any of the following questions about Signature Capture, this class is for you!

- ➢ Why should I get Signature Capture?
- ➢ What equipment do I need to have?
- ➢ How much will it cost?
- ➢ Who will install it?
- ➢ How do I use it?

We will start this class with testimonials from stores who are already using signature capture. These testimonials will be proof enough that Signature Capture is worth the investment. Then, we'll go over all of the hardware that is required for Signature Capture and how much it costs, and explain the entire installation process. And finally we'll go over all of the new menu paths associated with signature capture and show you just how powerful your control is.

Hand-helds

Hand-helds are a great add-on to Signature Capture. Besides getting signatures on your delivered invoices, as an added bonus they also have the capability to:

- ➢ Scan warehouse locations
- ➢ Check stock
- ➢ Bar Code Receiving
- ➢ Scan Precounts for inventory

In this class, we'll cover the installation requirements for hand-helds and go in-depth on their capabilities and how they work.

Bar Coding

If you haven't jumped on the Bar Coding bandwagon yet, you're missing out! This very small hardware investment can save you time and money! Come join this class to learn the ins and outs of Bar Coding. What your hardware options are, how much it costs and what they can be used for! Open up a whole new world of efficiency with Bar Coding!

Block: Software Add-ons
Topics: ROP/EOQ & Pricing
Level: Johnstone Owners & Managers

Understanding and Using the Important DBS Business Tools

ROP/EOQ & Forecasting

Are you taking advantage of more economical purchasing by using our new ROP/EOQ system of forecasting your inventory levels? Or are you still in the mode of sell one, order one? If so, come to this class to learn how a more economical methodology of computing your inventory needs can work for you.

This class will review the steps necessary to get your store running on our new ROP/EOQ Forecasting Tool. We will show the features and benefits of using this new tool for your forecasting. We will teach you how to set up the ROP/EOQ parameters, flag exceptional sales, run your forecasting, and convert the forecast to a PO.

Executive Reporting

Finally, a Windows based reporting tool to help you run your business. One store or many, you can monitor your sales, inventory values, service levels, backorders, purchase orders, accounts payable or accounts receivable for each store or in a combined view. Set up Sales goals and watch them graphed against your actual sales.

No time consuming reports to run and print out.

This class will show you what the Executive Reporting Tool can do and how you can use it to help run your business. This class will run approximately one hour of our 4-hour block of training for Understanding and Using Important DBS Business Tools.

Pricing

The New Customer Pricing Matrix (Menu 5.33) is replacing Customer Discount Pricing (Menu 5.3). This class will review how the current system works and then explain how the new system (Menu 5.33) will work. The class will discuss the hierarchy and workflow of customer discounts and pricing.

Auto Update Costs/Prices (Menu 5.9) will also be discussed during this class. This program allows the user to change or create pricing from a spreadsheet (file or pricing program).

Block: Software Efficiencies
Topics: Upgrades, Tips & Tricks, FAQ's, Best Practices, & Interfacing Data with Excel Spreadsheets
Level: Intermediate Database User

Software Efficiencies
This class is for those of you who know how to use the system, but want a little more. This session will bring you up to speed on the last couple years of DST upgrades. We will also review common support jobs and FAQ's (topics will include best practices and efficiencies in the areas of purchasing, receiving, inventory control, quotes, parameters, orders and invoicing). We will also go over interfacing your data with Excel spreadsheets. All sessions will provide ample time for questions and discussion.

Block: Database Support
Topics: One on One Software Support & TCL
Level: All Database Users

ONE-ON-ONE SOFTWARE SUPPORT WITH A DEVELOPER
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Having a problem on your DBS business system and just want some time to sit down with a DST developer and get it ironed out? Now is your chance! During this 4-hour training session, you will be given 20 to 30 minutes of one-on-one time with a DST developer.

We will connect to your computer and answer your questions about specific issues or problems. If we cannot answer your questions in the time allotted, we will enter a Job Request to be completed at a later time. We can review open jobs or use the time for personal "hands on" training.

As time permits, we will be demonstrating TCL command line verbs that can be used to gather data about your system or do simple on-demand reporting using D3's reporting tool. You may be able to "contribute to" or "learn from" our one-on-one time with other Johnstone trainees so please try to stay around for the entire 4-hour training session.