

Accounting Department (Finance) 3rd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Ability to run Accounts Payable Programs	
Train employee on how to run Unapproved Invoice Entry program	
Train employee on how to run Vendor Master program	
Train employee on how to run AP Payment Posting program	
Ability to run Job Billing Programs	
Train employee how to run Progress Billing program	
Train employee how to run Interface program	
Ability to run Job Billing Reports	
Train employee on how to run List of Bills report	
Ability to run Spreadsheet Server Reports	
Train employee on how to run GL Financial Statements	
Train employee on how to run AP Invoice Queries	
Train employee on how to run Job Cost Queries	
Train employee on how to run Employee Info Queries	
Ability to run Capital Line of Credit	
Train employee on how to run Capital Line of Credit	
Ability to run Monthly Requirements of Heavy Highway Use	
Train employee on how to run Monthly Requirements of Heavy Highway Use	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	