

What are the topics that we are going to cover in 1 hour or more if needed:

The lesson will be covering for Accounting & Invoicing Million Accounts Software:

Time starts & End: _____

Done:

- | | |
|----------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Setup and using of Team-viewer; | <input type="checkbox"/> |
| 2. How to setup company profile & accounting year; | <input type="checkbox"/> |
| 3. Current used on invoicing number; | <input type="checkbox"/> |
| 4. Updating on Customer's information; | <input type="checkbox"/> |
| 5. Managing stock & item's information: group, sub- group and product base; | <input type="checkbox"/> |
| 6. Updating of services & item's information; | <input type="checkbox"/> |
| 7. How to do billing of: Quotation, Sales Order, Delivery Order, Invoicing,
Credit Note & Debit Note; | <input type="checkbox"/> |
| 8. Received Customer's Payment (Receipt); | <input type="checkbox"/> |
| 9. Updating of suppliers' invoice, information and payment to supplier; | <input type="checkbox"/> |
| 10. The location of SST-Form 2. | <input type="checkbox"/> |

Feedback from learner: _____
