

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

# March 2000

			<b>1</b> Set Up CPU/Server  Send Any Data to Be Converted	<b>2</b> Identify and Order Custom Forms	<b>3</b> Reading - Book I: Customer Database	<b>4</b>
<b>5</b>	<b>6</b> Begin Entering Customer Database	<b>7</b> Reading - O/Pus Instructions Chapters 1 - 5  Load O/Pus	<b>8</b> Reading - Book II: Inventory Database	<b>9</b> Begin Modifying Inventory Database	<b>10</b> Reading - Book I: Vendor and Salesperson Databases	<b>11</b>
<b>12</b>	<b>13</b> Begin Entering Vendor Database	<b>14</b> Reading - Book III: Order Entry	<b>15</b> Begin Practicing Order Entry	<b>16</b> Load Converted Databases	<b>17</b> Begin Modifying/ Customizing Converted Databases	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Going Live Class</b>						
<b>26</b>	<b>27</b> Reading - Book V: Purchasing	<b>28</b> Connect and Test Modem Set Up Wholesaler Communication Parameter Screens	<b>29</b> Begin Practicing Purchasing Procedures	<b>30</b> Reading - Book VI: The Flow of Orders Through the DDMS System (Short-Buy Flow)	<b>31</b> Test Transmitting to Wholesalers	

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2

**3**  
Begin Practicing the Short-Buy Flow

**4**  
Verify All Peripherals Connected and Tested, All Databases Completed, Formats or Preprinted Forms Completed and Tested

**5**  
Reading - Book IV: Accounts Receivable

**6**  
Begin Practicing Accounts Receivable Procedures

**7**  
Reading - Nov. '99 Key Ops - Day End Procedures

1

8

9

**10**  
Begin Practicing Day End Procedures

**11**  
Reading - DDMS Accounts Payables Manual

**12**  
Begin Practicing Accounts Payable Procedures

**13**  
Reading - General Ledger Documentation

**14**

15

**Practice/Train Entire Daily Business Flow**

16

**17**  
Reading -Nov.' 99 Key Ops - Week End and Month End Procedures

**18**  
Begin Practicing Month End Procedures

**19**  
Reading - Book VIII: Sales and Commissions

**20**  
Print Sample Sales Reports

**21**

22

**Practice/Train Entire Daily Business Flow**

23

**24**

**25**

**26**  
Delete Practice Data

**27**  
Post Any Beginning Balances Required

**28**  
Load Inventory On-Hand Counts

29

**Practice/Train Entire Daily Business Flow**

30

**Go Live!**