

# Biztrak MSB

## Customised Online Training Topics 2021

Module 01

### General

No	Program	Topics	Tick (/) the Preferred Topics
1	ALL Reports	:Enhanced find function	
2	ALL Reports	:Export report into Excel/Text Format via Save As function	
3	Fundamentals	:Commonly use shortcut functions in Biztrak	
4	Fundamentals	:How to make use of Content Sensitive Help File (F1)	
5	Fundamentals	:Toolbar icons	
6	Layout Designer	:Add sort function in business form& report	
7	Layout Designer	:Add filter function in report	
8	Layout Designer	:Reset Page number by report group	
9	Layout Designer	:Add Image (Letterhead) in business form	
10	Layout Designer	:Add Printed by & Date time in business form	
11	Layout Designer	:Add Barcode into business form	
12	Layout Designer	:Maintain multiple templates in report/ business form	
13	Layout Designer	:Change font and font size in report/ business form	
14	System Parameter	:Business Form Setting (Letter/ A4)	
15	System Parameter	:Reset defaulted layout via System Parameter	
16	Layout Designer	:Maintain more than one set of Document No in AR/Sales Transaction by Party	
17	Setup	:Obsolete Function in Chart of Account, Analysis Code, Party List and Item Information	
18	Transaction Screen	:Sort function in Transaction Screen	
19	Transaction Screen	:Filter function in Transaction Screen	
20	Transaction Screen	:Multiple Searching function via Query Criteria	
21	Transaction Screen	:Enable Customizer (Service Pack Upgrade and how to duplicate same customizer setting into other PCs (PBL FILES)	
22	Transaction Screen	:How to preset account templates using Source code in transaction screen	
23	Transaction Screen	:Make use of "Analysis" function in Transaction Screen	

Module 02

### Admin

No	Program	Topics	Tick (/) the Preferred Topics
24	System Parameter	:Activate and archiving Audit Trail	
25	Fiscal Period	:Change Fiscal Period in specific Fiscal Year :i.e. from: :Fiscal Year 2019 (Jul 2019 to Jun 2020) :Fiscal Year 2020 (Jul 2020 to Jun 2021) :To: :Fiscal Year 2019 (Jul 2019 to Dec 2019) :Fiscal Year 2020 (Jan 2020 to Dec 2020)	
26	System Parameter	:Set Aging Periods :i.e. Period 1 - 5 to 14/21/30/45 days, then retrieve from aging report by Period	
27	System Parameter	:Set Period Interval, then retrieve defaulted value in aging report	

Module 03

### Setup

No	Program	Topics	Tick (/) the Preferred Topics
28	Chart of Account	:Temporary Save Chart of Account Opening Balance into text file	
29	Company License	:Save Company Activation Key (Change Company Name)	
30	Company License	:Save Company Activation Key (Add New Company Name)	
31	Foreign Currency	:Maintain up to 5 integers currency rate for specific Currency Code	
32	Foreign Currency	:Maintain up to 5 decimal points currency rate for specific Currency Code	

Module 04

### General Ledger

No	Program	Topics	Tick (/) the Preferred Topics
33	General Journal	:Create Opening / Closing Stock transaction	
34	GL Report	:Display Opening Stock amount and Closing Stock amount in Income Statement - Standard report without actual journal	
35	GL Report	:Account Analysis ( By Accounts and Periods ) - to analyze specific accounts by the month comparison	
36	GL Report	:Posting Details report - to display details of the transactions entered in the journals.	
37	GL Report	:Realized Forex Gain/Loss Report - to display details forex gain/loss posting amount by transaction	

Module 05

## Account Receivable

No	Program	Topics	Tick (/) the Preferred Topics
38	AR Transactions	Show/Hide Credit Available in AR transaction	
39	AR Report	Receivable Summary report	
40	Cash Payment	Generate Customer Payment Refund	

Module 06

## Account Payable

No	Program	Topics	Tick (/) the Preferred Topics
41	AP Report	Purchase Analysis Report	
42	Cash Receipt	Generate Vendor Receipt Refund	

Module 07

## Cash Management

No	Program	Topics	Tick (/) the Preferred Topics
43	Invoice Receipt/Payment	Contra Settlement	
44	Bank Reconciliation	Dishonor Cheque	
45	CM Report	Cash Requirement Report	
46	CM Report	Payment & Collection Details Listing	

Module 08

## Fixed Asset

No	Program	Topics	Tick (/) the Preferred Topics
47	Asset Depreciation Record	Adjust asset depreciation amount after audit (adjustment)	
48	Depreciation Journal	Checking on discrepancy of Asset Depreciation amount in Balance Sheet vs. Fixed Asset Report	
49	Depreciation Schedule	Delete and re-generate depreciation records	
50	FA Report	Fixed Asset Addition (By Category)	

Module 09

## Tax

No	Program	Topics	Tick (/) the Preferred Topics
51	Tax Submission	How to record SST recognition in SST Submission for those outstanding invoices after 12 months?	

Module 10

## Inventory

No	Program	Topics	Tick (/) the Preferred Topics
52	GL Report	How to present Period Inventory Report format in Income Statement if using Inventory module (Inventory Account mapping)	
53	IN Report	Checking on discrepancy of inventory amount in Balance Sheet vs. Item Balance Report	
54	Inventory	Concept of recalculate cost for inventory costing methods: Weighted Average & FIFO	
55	Inventory	Block user to save IN transaction if item falls in neative physical stock level	
56	Inventory	Set Security Control to authorise user to save transaction if item falls in neative physical stock level	
57	Profit Margin	To analyze the profit margins on your sold items, both in actual and percentage figures.	

Module 11

## Sales

No	Program	Topics	Tick (/) the Preferred Topics
58	Discount Structure	Set sales discount by customer category, item category, item sub-category and customer area	
59	Sales Transactions	Hide Unit Cost & Unit Price from Sales Transaction	
60	Sales Transactions	Set Security Control to authorise user to view Unit Cost & Unit Price in Sales Transaction	
61	Sales Transactions	Retreive last 10 Unit Price given to customer (Customer Item Price History) in Sales transaction screen	
62	Sales Transactions	Set Security Control to authorise user to view Unit Cost in Purchase Transaction	

## Module 12

## Purchase

No	Program	Topics	Tick (/) the Preferred Topics
63	Purchase Transactions	Set purchase history tracking by item by vendor in Item information	

## Module 13

## Security

No	Program	Topics	Tick (/) the Preferred Topics
64	Security	Retrieve user's application access log report	
65	Security	Purge Audit trail Log file & rebuild database (shrink database size)	
66	Security	Setting up Password Complexity in Biztrak Security	
67	Security	Reset Password in Biztrak Security	

## Module 14

## eBridge

No	Program	Topics	Tick (/) the Preferred Topics
68	eBridge	Reimplementation of Company Data	
69	Export	steps to export master files and import into new set up company via ebridge application	
70	Import	Import monthly GL transactions via eBridge application	

## Module 15

## Database Utility

No	Program	Topics	Tick (/) the Preferred Topics
71	Validate Transaction	Validate unbalanced trial balance	

## Module 16

## Add-on

No	Program	Topics	Tick (/) the Preferred Topics
72	Financial	General Ledger Details by Analysis Code in Biztrak Add On application	
73	Financial	Customer Reminder Letter in Biztrak Add On Application	
74	Financial	Customer Aging Analysis by Due Date (Details) (Aging Type: Forward) in Biztrak Add On Application	
75	Financial	Vendor Aging Analysis by Due Date (Details) (Aging Type: Forward) in Biztrak Add On Application	
76	Inventory	Summary Inventory Movement (By Value) in Biztrak Add On Application	
77	Inventory	Summary Inventory Movement (By Qty) in Biztrak Add On Application	
78	Inventory	Sales Report in Biztrak Add On Application	
79	Inventory	Purchase Report in Biztrak Add On Application	
80	Inventory	Customer-Item Price History in Biztrak Add On Application	
81	Inventory	Vendor-Item Price History in Biztrak Add On Application	
82	Sales Commission	Generate Sales Commission by Collection in Biztrak Add On Application	

Total selected topics = 0