



# Fonteva Accounting Training Agenda

## Overview

The purpose of this training is to provide detailed Accounting training on the Fonteva platform. We will do a deep dive into the foundations of Accounting in Fonteva, processing different types of orders, understanding Sales Orders and Transactions, applying payments to orders, processing refunds, cancellations for memberships/events, and different types of adjustments for invoices. Training duration is 7 hours with included break time.

## Audience

Accounting Staff and System Administrators will gain the most from this training. However, other Staff members that need a better understanding of how accounting works in Fonteva can also benefit from this training.

## Training Style

Virtual/webinar style training. Training will be a demonstration from the instructor, but attendees are encouraged to follow along/practice in their own sandbox environments. There will be opportunities to ask questions as we go through the training.

## Accounting Training Agenda

Duration	Section	Topics
9:30 am - 12 pm ET <i>2.5 hours</i>	Accounting Overview & Processing Orders	Overview of Accounting <ul style="list-style-type: none"><li>● Business Groups</li><li>● Create/Edit GL Accounts</li></ul> Rapid Order Entry <ul style="list-style-type: none"><li>● Process a Payment<ul style="list-style-type: none"><li>○ Review Payment Type Options</li></ul></li><li>● Send a Proforma Invoice Quote</li><li>● Create an Invoice</li></ul> <i>BREAK - 10 minutes</i> Understanding Sales Orders

		<ul style="list-style-type: none"> <li>● Review Sales Order records</li> <li>● Review Transactions &amp; Transaction Lines (Journal Entries)</li> </ul>
<i>BREAK - 30 minutes</i>		
12:30 pm - 2 pm ET <i>1.5 hours</i>	Applying Payments, Refunds, and Cancellations	<p>Apply Payments</p> <ul style="list-style-type: none"> <li>● Apply Payment to a Sales Order</li> <li>● Apply Payment to an Invoice</li> </ul> <p>Refunding Sales Orders</p> <ul style="list-style-type: none"> <li>● Order Summary Builder</li> <li>● Full Refund</li> <li>● Partial Refund</li> </ul> <p>Cancellations</p> <ul style="list-style-type: none"> <li>● Membership Cancellation Refund</li> <li>● Event Registration Cancellation Refund</li> </ul>
<i>BREAK - 15 minutes</i>		
2:15 pm - 4:30 pm ET <i>2.25 hours</i>	Adjustments & Q/A Parking Lot	<p>Adjustments on Invoices</p> <ul style="list-style-type: none"> <li>● Credit Memo for Overpayment</li> <li>● Write-offs for Underpayment</li> <li>● Credit Note (Negative Adjustment)</li> <li>● Positive Adjustment</li> <li>● Void an Invoice</li> </ul> <p><i>BREAK - 10 minutes</i></p> <p>Additional Questions/Answers</p>

