

“Our new collection of online classes easily allows our customers to access the latest knowledge and gain valuable training on an array of topics, no matter where they are located.”

By offering an assortment of live, online training classes on a range of topics, your dealership will be getting all the necessary information to improve profitability, efficiency, and productivity, without ever having to leave your dealership!

Choose from the following classes:

Customer and Prospect Letters and Emails

- Learn how to setup and print letters and/or emails from the Astra System to prospects and customers

Custom Reports & Templates

- Create an IDS report or modify an existing one to your specifications within the Astra database for virtually all areas of the systems, including Employees, Payables, Unit and Parts Inventory, etc.

Basic Accounts Payable

- Find out how to setup new vendors, options for payables for parts purchases, merge vendors, write checks via IDS, setup funds codes, distribute expenses to the correct accounts, and research vendor history

Service Efficiency/Effective Labor Rate Calculation

- Make sure you are getting the most out of your service department, by finding out how to calculate your effective labor rate

Daily Docs (Departmental GL Reports)

- Produce reports each day for department managers to allow them to manage gross profit, and compare the dealership budget to what is actually happening

Special Orders

- Learn how to manage special orders so that shelf space isn't tied up
- Increase cash flow when parts are ordered with incoming freight
- Increase efficiency by tracking parts

Year End Parts Physical Inventory Procedures

- Find out how to take advantage of the Astra year-end parts routines in order to conduct a proper and efficient year-end physical count to help streamline the parts department

Payroll Setup/Payroll Cycle (2 classes)

- Learn how to set up employees, pay schedules, deductions, and commissions
- Find out how to create and print W2 and W3 forms

See the next two pages for the Class Schedule through the end of June 2009.

For complete details or to register, call Mike Peoples at (800) 769-7425 ext. 250 or visit DRC.IDSAcademy.com/webclass.



2009 Online Training Class Schedule

March 17—Unit Sale Posting (Update/Payment/Auto Invoices)

March 18—Accounts Payable (Vendors, Invoices, Reports)

March 19—Accounts Receivable (Customers, Invoices, Payments, Reports)

March 31—Prospect Management (Astra)/Prospect Reporting

April 1—Prospect and Customer Letter Generation

April 2—Customer Entry, Sales Quote, Finance Quote Process

April 3—System Security (My Menu Setup, Adding/Deleting Users)

April 14—Purchase Orders, Suggested POS/Receiving

April 15—Parts Maintenance

April 16—Parts Management, Reporting, Monitoring GP %'s

April 17—Service Management, Reporting, Monitoring GP %'s

April 21—Post Sales (Apply Payments/Reports)

April 22—Reports to Monitor for Owners/GM

April 23—Sales Tax Processing/Reporting

April 24—GL Allocation and Effect on Financials & Department Reporting

May 5—Updating Unit Inventory Specs/Options

May 6—Unit Inventory Entry

May 7—Canned Jobs/Dealer Options

The Class Schedule through the end of June 2009 is continued on the next page.

All classes begin live at 1pm EST and last approximately 90 minutes. A question-and-answer session will be offered at the end of each class. To ensure that you receive all the necessary log-in information, registration must be completed the Friday before the class is offered.

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2009 Online Training Class Schedule

May 12—Special Order Parts for Parts and Service
May 13—Parts Cycle Counts with and without Scanners
May 14—Works Orders from Start to Finish
May 15—Work Order Categories (Bill Codes, Extras, Labor Rates & Types)

May 18—Accounts Payable (Vendors, Invoices, & Checks)
May 19—Setting Up and Generating DMS
May 20—Warranty AR & AP Reconciling
May 21—Custom GL Report Setup (Advanced Daily Docs)

June 2—Finance Forms Setup and Adjustments
June 3—Creating PDI/Get Ready Work Order Automatically
June 4—Custom Report Generation
June 5—Flpoint (Adding and Changing Packages)

June 9—Parts Inv. Reconciliation from Parts PAD to GL and Obsolete Parts
June 10—Measuring Technician Efficiency and Productivity
June 11—Daily Doc Report for Parts and Service

June 16—Franchise File Setup and Effect on DMS
June 17—Bank Rec Initialization
June 18—Custom GL Report Setup (Advanced Daily Docs)
June 19—Bank Rec Use/Daily Update Process

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