

Unit	Ledger	Unit	Sub Unit	Type of User		Summit Version			Required	Unit Objectives/Outcomes
				Processing	Advanced	1000	2000	3/5		
1.01	BASICS	Introduction to Summit		✓		•	•	•		At the end of this session you will be able to login and out of Summit and navigate around the menus successfully.
1.02		Contract Costing Explained		✓		•	•	•		Navigate the Contract Costing menu, reports and enquiry.
1.03		Login Navigation Customisation Self-help		✓		•	•	•		Customize your desktop view to access specific Summit areas relevant to you own work discipline. Review enquiry formats and change and save preferred view options. Use of filter format options to highlight and extract information from within enquiry screens.
1.04		Audit Transaction Log (ATL)		✓		•	•	•		Run Audit Transaction Logs, to review batch postings, correct mispostings, confirm nominal and contract postings.
1.05		Importing		✓		•	•	•		At the end of this session you will have an understanding of how Imports are used within Summit and how this process can be utilised as a timesaving tool on a day to day basis. Create a simple import sheet and import directly into CL/NL ledger as an example. Discuss options available within the standard import menu and what might be of interest for use within your own company. To include discussion of PL Invoice, SL Invoice, Payroll T/sheet imports available.
1.06		Admin/Backup		✓		•	•	•		Review of back-up procedures and administrative processes, to ensure best practise.
1.07		Crystal Reports/MDB		✓		•	•	•		Review of use of Crystal reports throughout the product and how further information can be generated and manipulated from these, by exporting to excel and MDB format for enhanced use.
2.01	Nominal	Ledger Maintenance	Master		✓	•	•	•		To discuss and review Nominal Ledger Master set up, including field explanation, options and use.
2.02			Divisions		✓	•	•	•		Discussion on types of Division and how these might be utilised and created. Explanation of Group letter and function. Creation of additional divisions.
2.03			Account Maintenance		✓	•	•	•		Creation of Account maintenance, how these will integrate with divisions and explanation of field use within this master. Review of how set up may effect Year end process regarding cleardown of accounts.
2.04		Processing	Journals		✓	•	•	•		Training on Nominal journals, including reversal, samples to be created and processed. Together with option for importing. Creation and test of import examples.
2.05			Auto Journals		✓	•	•	•		Guide to processing Auto Journals, to include accruals, prepayments, schedules of charges and recurring. Action and amending.
2.06		Reporting		✓	•	•	•		Discuss and review all reports within this ledger, Crystal and exporting.	
2.07		End of Month (EOM) End of Year (EOY)		✓	•	•	•		Procedure for end of month routine together with End of Year procedures. Dummy process to be used within your test company to run through procedures.	

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3.01	Cash Book	Sundry Payments/Receipts		✓		•	•	•		How to post sundry payments and receipts, best practise and Sundry Account creation for frequently used Accounts.	
3.02		Back Rec		✓		•	•	•		Training on bank reconciliation process within Summit. How to load opening balances. Methods to establish differences.	
4.01	Contract Ledger	Ledger Maintenance	Contracts Maintenance		✓	•	•	•		Creation on Contract Accounts, explanation of all field functions, including contract Sales Type to be used.	
4.02			Cost Head Maintenance		✓	•	•	•		Create new and additional costheads. Explanation of how these work and can be used within contract reporting.	
4.03			Activity Maintenance		✓	•	•	•		Discuss purpose of activity level as additional level to be added to resources, if required, how to create and report/enquiry functionality.	
4.04			Subsidiary Accounts		✓	•	•	•		Subsidiary contracts function, how to create and integrate for reporting purposes.	
4.05		Budgets	Importing		✓	•	•	•		Discuss budget requirements, manual creation and Import budget facility. Create and test relevant imports. Budget reporting.	
4.06		Reporting & Enquiries		✓		•	•	•		Discuss and review all reports within this ledger, Crystal and exporting.	
4.07		Processing	Journals		✓		•	•	•		Training on how to use contract journals with examples.
4.08			Overhead Recovery			✓	•	•	•		Training on OH recovery process, set up and use.
4.09		Standard Imports			✓		•	•	•		Training on contract import journals to help assist timesaving within your business. Create template, adding menu option and import routines demonstrated.
5.01		Purchase Ledger	Ledger Maintenance	Master / Account Maintenance		✓	•	•	•		Training on Master and Account Maintenance to include period use, transaction types, purge and history control, preparation for emailing documents to suppliers.
5.02	Processing			Manual Entry		✓	•	•	•		Training on manual entry of invoices and credit notes, costing to contracts/nominals. How to split invoice postings and vat elements. Use of 'special' line entries for journals.
5.03			Global360 / OLE Entry		✓		•	•		Training on global360 / ole entry of invoices and credit notes, costing to contracts/nominals. How to split invoice postings and vat elements. Link TIF files to relevant transaction postings, during entry process. Enquiry and search of OLE images attached.	
5.04			Approvals		✓			•		Discuss query and approval options available. Train on set up information required and process to integrate functionality into daily processing.	
5.05	Payments				✓		•	•	•		Discuss and train on all payment processes with Summit via Direct Payments and What if routines, to include Cash on account.
5.06	Reporting				✓		•	•	•		Review all reports available, create examples, reconciliation and exporting to mdb and excel.
5.07	Enquiries				✓		•	•	•		Use of enquiry, creating user specific views and use of filter format.

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5.08		End of Month (EOM)			✓	•	•	•		Train on process for end of month, procedures and best practise.
6.01	Subcontractors	Ledger Maintenance	Master		✓	•	•	•		Discuss the master fields, purpose and set up
6.02			Account Maintenance	✓		•	•	•		Creation of accounts, to include CIS UTR and manual update of verification.
6.03			Verification (online)	✓				•		Train on process for on-line verification within Summit, GGC submission and auto verification population.
6.04			Order Number (Multi / 1-2-1)	✓		•	•	•		Review various order number set-ups using 1-1 Subcontractor to Contract and multi-job method.
6.05			Tran Type Parameters	✓		•	•	•		Explanation of parameters and how these are used for processing with the ledger.
6.06		Processing	Manual Entry	✓		•	•	•		Training on manual processing of Apps, Invoices and /or Certificates, depending on requirement.
6.07			Retentions	✓		•	•	•		Discussion regarding retentions held and released. Examples during training used.
6.08			Global360 / OLE Entry (3000/5000 only)	✓				•		Training on global360 process used within the subcontractor ledger. Link TIF files to relevant transaction postings, during entry process. Enquiry and search of OLE images attached.
6.09		Payments	incl. remittances/Emailing	✓		•	•	•		Training on payment process including standard remittance and certificate creation or e-mailing of documents.
6.10		Enquiries & Reporting		✓		•	•	•		Review all reports available, create examples, reconciliation and exporting to mdb and excel.
6.11		End of Month (EOM)	CIS Processing/Reconciliation/GGC			✓	•	•	•	
7.01	Sales Ledger	Ledger Maintenance	Master		✓	•	•	•		Review of Master. Discussion of each field and purpose, create examples.
7.02			Account Maintenance	✓		•	•	•		Creation of Sales Account, explanation of all fields.
7.03		Processing	Contract Sales Entry (no print)	✓		•	•	•		Training provided on Contract Sales entry, review of postings and updates. Contract sales type specific, will depend on transaction types processed.
7.04			Sundry Sales (no print)	✓		•	•	•		Training provided on Sundry Sales entry (non contract related), review of postings and updates.
7.05			Payments & Statements	✓		•	•	•		Training on matching of cash entries, updates and Statement production.
7.06		Enquiries & Reporting		✓		•	•	•		Discuss and review all reports within this ledger, Crystal and exporting. Review of enquiry screens, configuration and user specific views.
7.07		End of Month (EOM)				✓	•	•	•	
8.01	Sales Invoicing	Ledger Maintenance	Masters		✓	•	•	•		Creation of Sales Module Master - explanation of relevant field.
8.02			Sales Types (Introduction)	✓		•	•	•		Discuss specific contract sales type used.

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8.03		Entry	Cumulative/Non-cumulative	✓		•	•	•		Entry of cumulative or non cumulative Sales entries. These will depend on contract sales type used and transaction types available within them.
8.04			Print/Update	✓		•	•	•		Full test and print within test environment/Update to ledgers. Review of postings, enquiries and reporting.
8.05			Sundry Sales (With Print)	✓		•	•	•		Entry of Sundry Sales, test and print and update to ledgers. Review of postings, enquiries and reporting.
8.06			Imports	✓		•	•	•		Train and test on creation of invoice imports with examples. Contract sales type specific.
9.01	Payroll	Overview	Master Maintenance		✓	•	•	•		Review and create all master maintenances.
9.02			Frequency Creation		✓	•	•	•		Create new frequencies, discuss options.
9.03			Payment Deduction Codes		✓	•	•	•		Train on creation of some standard P/D Codes, explain fields available.
9.04			Standard Rates & Amounts		✓	•	•	•		Link Standard Rates and Amounts where applicable, explanation of when these apply.
9.05			NIC Levels, Percentages, Tax Rates		✓	•	•	•		Review and discussion to maintain masters.
9.06			Auto-Enrolment		✓	•	•	•		Review Auto- Enrolment Master creation
9.07		Auto-Enrolment		✓		•	•	•		Review of Auto Enrolment process within payroll.
9.08		SSP		✓		•	•	•		Train and review SSP module. Creation of example.
9.09		Employee Maintenance	Statics Details	✓		•	•	•		Training on how to create employee static details screens. Full explanation of all fields available for use.
9.10			Bank Accounts	✓		•	•	•		Creation of employee bank accounts to link with payroll - used when paying by Bacs or Manual Bacs.
9.11			PD Elements to be used.	✓		•	•	•		Training on linking Master P/D codes to relevant employees. How to add relevant information to employee p/ds for specific employee use.
9.12		Processing	Enter Costs / Enter Variables	✓		•	•	•		At the end of this session you will be able to process employee timesheets both costed and/or uncosted elements. Process new starters, leavers and employees on holiday.
9.13			Timesheets (Hourly Profiles)	✓		•	•	•		Timesheets can be processed using hourly profiles for weekly payrolls. This is an alternative method of processing to the standard enter costs/enter variable method.
9.14			Imports	✓		•	•	•		Timesheets can be imported as a time saving method, rather than entering individually. Imports can be created and processed as examples. The remaining payroll process can then be continued in the normal way.
9.15			Calculations	✓		•	•	•		Training on calculation, dates and recalculation.
9.16			Payslip Print	✓		•	•	•		Execution process of payslip print. Discussion of various options available. (Emailing of Payslips can also be discussed. If required these would need further set up.)

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9.17			Make Payment (BACS, Cheque)	✓		•	•	•		Explanation and training on Payment methods available within Payroll. Creation of Bacs file, if required. Ready to submit to 3rd party bank.	
9.18			Update Costs	✓		•	•	•		Production of Update Costs Preview to review updates to be made, any corrections made. Production of Update Costs Report to post to contracts/nominals.	
9.19			Reconciliation	✓		•	•	•		Production of Reconciliation Report to summarise pay elements used.	
9.20			Update / Clear	✓		•	•	•		Training on Update and Clear to finalise payroll period and update employee static details cumulative figures.	
9.21			RTI	Creation & Submission	✓		•	•	•		Full review of RTI creation and submission process via GGC
9.22			Reporting	P45, Averages, History etc.	✓		•	•	•		Review current payroll Reports with Summit, to include creation of employee P45 documents.
9.23			Year-End			✓	•	•	•		Discussion on Year end procedures, RTI procedures and reports produced
10.01	Requisitions	Ledger Maintenance	Masters		✓	•	•	•		Creation and train on Master set up and field populated.	
10.02		Processing	Entry	✓		•	•	•		Training provided to enter requisitions.	
10.03			Buyer Approvals	✓		•	•	•		Requisition approval and generation of order from requisition.	
10.04			Order Generation	✓		•	•	•		Specific generation of Order.	
11.01	Purchase Ordering	Maintenance	Masters	✓		•	•	•		Discuss and create Po Masters, explanation of purpose and use.	
11.02			Text Library	✓		•	•	•		Explanation and creation of library lists held, for time saving use.	
11.03			Product Library	✓		•	•	•		Review and use of Product library. Creation manually and import that can be created to import products in one process. Housekeeping of library.	
11.04			Categories / Groups	✓		•	•	•		Use of Categories/Groups, to assist in grouping and searching for products with production of orders.	
11.05		Processing (Material Orders)	Entry	✓		•	•	•		Creation of orders, to include detail from product library, text with and without prices.	
11.06			Drafts	✓		•	•	•		Production of draft order for review.	
11.07			Prints	✓		•	•	•		Printing of created orders to produce commitment on the contract/possible to email order created if preferred.	
11.08			Blanket Orders	✓		•	•	•		Process to produce Blanket orders, scenario examples.	
11.09			Call-off Orders	✓		•	•	•		Process to produce Call off orders, scenario examples.	
11.10			Order Amendments	✓		•	•	•		Train on making changes, cancelling and deletion of orders, including changes to commitment.	
11.11			Update/Commit	✓		•	•	•		Discussion on update/commit options.	
11.12			Template Orders	✓		•	•	•		Creation and use of Template orders to enable frequent orders to be produced with ease.	
11.13			Goods Received Entry / Goods Returned Entry	✓		•	•	•		Entry of Goods received/returned notes to record delivery. Reporting and posting updates discussed.	

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11.14			Approvals	✓		•	•	•		Train on Approval process already created. (If creation required would need prior discussion).
11.15			Enquiries	✓		•	•	•		Use of enquiry, creating user specific views and use of filter format.
11.16			Reporting	✓		•	•	•		Review all reports available, create examples, reconciliation and exporting to mdb and excel.
11.17		Processing (Subcontract Orders)	Entry	✓		•	•	•		Entry process discussed and examples created.
11.18			Amend/Cancel/Delete	✓		•	•	•		Train on making changes, cancelling and deletion of orders, including changes to commitment.
11.19			Enquiries	✓		•	•	•		Use of enquiry, creating user specific views and use of filter format.
11.20			Reporting	✓		•	•	•		Review all reports available, create examples, reconciliation and exporting to mdb and excel.