



# Course Content - Perth

<b>Accounts Payable</b>	
<b>Managing Creditors (non-stock purchases)</b>	This course covers setups, masterfiles, transactions, processing in multiple periods, pay selections, BAS, general ledger postings (date & period based) .
<b>Products</b>	
<b>Managing Products (purchasing, receipting, invoicing)</b>	This course looks at managing your inventory, including maintaining products and pricing, purchasing, receipting and invoicing (Customer & Supplier).
<b>Attaché Payroll</b>	
<b>Payroll Processing</b>	Adding new employees; bank accounts & superannuation accounts; standard pays; processing pays including termination pays; periodical reporting including superannuation and leave liability journals.
<b>Payroll Setups</b>	Setup Payroll options, Income Types, Allowances & Deductions; Superannuation based on OTE; Salary Sacrifice; Leave tables; Cost Centres; Employee Groups.
<b>General Ledger and Bank Reconciliation</b>	
<b>General Ledger and Bank Reconciliation</b>	This course covers setting up your GL chart of accounts and transaction entry, including standing journals and posting from other modules (date & period based). Also covers enquiry and financial reporting as well as bank reconciliation.
<b>Other courses</b>	
<b>Form and Screen Design</b>	A comprehensive hands-on course on designing data input screens and setting up forms (print layouts) to print documents for Customer Order Entry/Invoicing and Supplier Purchasing.
<b>Fixed Assets</b>	Setup Fixed Assets; Add, Depreciate, Revalue & Dispose assets; General Ledger integration; End of Period Update; Reporting and Enquiry.
<b>ODBC &amp; Microsoft Office</b>	Create Sales & GL Quarterly reports in Excel; Create Automatic Debt Collection Letters in Word; Create forms for your employees in Word; Create & link databases in Access to your Accounts & Payroll data.
<b>GST / BAS Reporting</b>	You'll learn how to accurately set up your BAS reporting and review the reports which provide detailed information on completing your BAS return.