

Course Content - Perth

Accounts Payable	
Managing Creditors (non-stock purchases)	This course covers setups, masterfiles, transactions, processing in multiple periods, pay selections, BAS, general ledger postings (date & period based) .
Products	
Managing Products (purchasing, receipting, invoicing)	This course looks at managing your inventory, including maintaining products and pricing, purchasing, receipting and invoicing (Customer & Supplier).
Attaché Payroll	
Payroll Processing	Adding new employees; bank accounts & superannuation accounts; standard pays; processing pays including termination pays; periodical reporting including superannuation and leave liability journals.
Payroll Setups	Setup Payroll options, Income Types, Allowances & Deductions; Superannuation based on OTE; Salary Sacrifice; Leave tables; Cost Centres; Employee Groups.
General Ledger and Bank Reconciliation	
General Ledger and Bank Reconciliation	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.
Other courses	
Form and Screen Design	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.
Fixed Assets	Setup Fixed Assets; Add, Depreciate, Revalue & Dispose assets; General Ledger integration; End of Period Update; Reporting and Enquiry.
ODBC & Microsoft Office	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.
GST / BAS Reporting	You'll learn how to accurately set up your BAS reporting and review the reports which provide detailed information on completing your BAS return.