

Courses and registration form

Semester 2 2009

Introduction to Attaché 7

Introduction to Attaché 7

9.00am – 12.00pm; \$110; Code UA171

Over three hours, this course introduces new users to the most important aspects of working with Attaché 7.

Participants receive a thorough overview of the software including logging in, using menus, understanding masterfiles, entering key data, basic transaction entry, printing and sending documents, and daily and monthly financial reports.

We also introduce the Attaché 7 productivity tools for effortless electronic document delivery, direct links to Microsoft Office, paper-saving electronic filing, and secure backup and restore.

Attaché
basics

Semester 2 2009

Tuesday 14 July
Tuesday 11 August
Tuesday 25 August
Monday 7 September
Friday 25 September
Friday 16 October
Monday 16 November
Friday 4 December
Friday 15 January 2010

Accounts Receivable

Managing Debtors with Warehouse/Stock Sales

9:00am – 3:30pm; \$550 (includes light lunch); Code UDRSTK

This full-day course covers all aspects of Accounts Receivable including setups, orders and invoicing, reporting, inventory control and stocktaking. Aimed at those who work in or supervise the Accounts Receivable department, the course takes a practical hands-on approach to using Attaché 7 to manage debtors. Included is a review of the results of Customer transactions and the information available to management/accountants for review.

Accounts Receivable Masterfiles and Setups: Options • Set ups • Masterfiles • GST considerations • Enquiry • General Ledger allocations • Discounts, Payments and Adjustments

Customer Transactions: Orders/invoices • Line types • Editing fields at time of entry • GST rates • Back orders • Modifying orders • Looking up documents • GST/BAS (overview) • Printing documents

Transaction Reporting and Inventory Control: Sales Analysis • Reports • End of Period (overview) • Stocktaking (where applicable)

Tuesday 1 September

Semester 2 2009

Managing Debtors – Services (Non-Stock Sales)

9:00am – 1:00pm; \$330; Code UDR

This course includes the Accounts Receivable functions for businesses who provide services to clients. Similar to the course above but excluding the subjects associated with stock control.

Thursday 6 August
Tuesday 10 November

Debtors Level 1

9:00am – 11:00am; \$220; Code UDRL1

This short course covers the basic subjects from the Managing Debtors course (masterfiles, customer transactions, and transaction reporting and enquiry) and is aimed at staff who are new to Attaché.

Attaché
basics

Wednesday 22 July
Friday 14 August
Wednesday 23 September
Wednesday 25 November
Wednesday 9 December
Wednesday 20 January 2010

For more information about Attaché
training courses call us on (02) 9929 8700

Managing Creditors with Warehouse/Stock Purchases

9:00am – 3:30pm; \$550 (includes light lunch); Code UCRSTK

During this full-day course you'll learn how to set up, create, store and report on supplier (creditor) and purchasing transactions. Aimed at those who work in or supervise Accounts Payable, the course takes a practical hands-on approach to using Attaché 7 to manage creditors. The course also reviews the results of Supplier transactions and discusses the information available to management/accountants for review. Processing a stocktake in a warehouse environment is also covered in detail.

Accounts Payable Masterfiles and Setups: Supplier and purchasing options • Masterfiles • Importance of fields used for reporting • Masterfile fields in relation to GST • Supplier Enquiry • General Ledger allocations

Supplier Transactions: Transaction entry • Line types • Editing fields at time of entry • Multiple GST rates • Changing GST rates • GST/BAS (overview) • Printing documents • Supplier payments • Pay selections

Transaction Reporting and Inventory Control (where applicable) Supplier, purchasing and product transaction reports • Stocktake

Wednesday 9 September

Managing Creditors (Non-Stock Purchases)

9:00am – 1:00pm; \$330; Code UCR

This course includes the Accounts Payable functions for a business whose purchasing does not include stock/warehouse items for resale. Similar to the course above but excluding stock control.

Monday 10 August

Thursday 19 November

Creditors Level 1

9:00am – 11:00am; \$220 Code UCRL1

This short course covers the basic subjects from the Managing Creditors course (masterfiles, supplier transactions, and transaction reporting and enquiry) and is aimed at staff who are new to Attaché.

Attaché
basics

Friday 24 July

Thursday 20 August

Monday 14 September

Monday 23 November

Thursday 10 December

Thursday 21 January 2010

Attaché Payroll**Semester 2 2009****Payroll Processing**

9:00am – 1:00pm; \$330; Code UPAYPRO

Aimed at Payroll operators, this course works through setting up employee details and processing a payroll. The various reporting options are also reviewed.

Employee setups • Time sheets and auto pays • Termination • Reports

Please advise your current Attaché Payroll experience when you register.

Attaché
basics

Tuesday 21 July

Wednesday 5 August

Friday 28 August

Tuesday 8 September

Wednesday 14 October

Tuesday 17 November

Wednesday 2 December

Wednesday 13 January 2010

Payroll Setups

9:00am – 1:00pm; \$330; Code UPAYSET

Advanced payroll setups are discussed in detail during this session which covers establishing a new payroll and the pay elements that impact the correct calculation of all payroll functions. This course is for payroll supervisors or senior payroll operators. An understanding of Attaché pay processing functions is required.

Payroll options • Income types • Allowances • Deductions • Superannuation • Groups and group standard pays

Thursday 16 July

Tuesday 4 August

Wednesday 19 August

Thursday 3 September

Tuesday 13 October

Thursday 12 November

Tuesday 1 December

Tuesday 12 January 2010

Superannuation with Attaché Payroll

9:00am – 11:00am; \$220; Code UPAYSUP

This course discusses how to use Attaché Payroll to set up, record and report on superannuation.

• Setting up contribution types (Superannuation Guarantee contributions, additional employer contributions and employee contributions) • Setting up superannuation funds • Creating superannuation accounts for employees • Reporting • Exporting to super funds

Monday 27 July

Thursday 13 August

Wednesday 16 September

Monday 19 October

Friday 20 November

Friday 22 January 2010

General Ledger and Bank Reconciliation

Semester 2 2009

General Ledger and Bank Reconciliation Summary

9:00am – 11:00am \$220; Code UGL

Attaché
basics

This course looks at the fundamentals of working with the general ledger and how to reconcile general ledger transactions with the bank statement.

General Ledger: Adding new GL accounts • Journal entry • Posting from sub-ledgers • Enquiry and standard financial reporting. **Bank Reconciliation:** Reconciliation Functions • Concealing transactions • Re-accessing old pages • Reconciliation reporting • Balancing the bank reconciliation

Thursday 23 July
Friday 7 August
Tuesday 18 August
Tuesday 22 September
Thursday 26 November
Monday 7 December
Monday 18 January 2010

General Ledger and Bank Reconciliation Comprehensive

9:00am – 1:00pm; \$330; Code UGLADV

Aimed at financial controllers and accountants, this course includes all the topics in the Level 1 course as well as more advanced subjects such as setting up the general ledger, establishing a chart of accounts and standing journals.

General Ledger: All Summary topics plus Designing a chart of accounts • Standing journals and reposting batches • Opening balances • Budgets. **Bank Reconciliation:** All Summary topics

Wednesday 26 August
Thursday 10 September
Tuesday 20 October
Thursday 3 December
Thursday 14 January 2010

Specialist Courses

Semester 2 2009

GST / BAS Reporting

9:00am – 11:00am; \$220; Code UGST

Attaché
basics

Extensive information is available with Attaché accounting software to provide the appropriate details for completion of your BAS. This session works through the details of GST reporting using Attaché 7.

This course looks at setups for accurate BAS reporting and reviews the reports which provide detailed information for completing your BAS return.

Wednesday 29 July
Wednesday 12 August
Tuesday 15 September
Thursday 24 September
Wednesday 21 October
Tuesday 8 December
Tuesday 19 January 2010

Fixed Assets

9:00am – 11:00am; \$220; Code UFA

This course works through the setting up of your Fixed Assets register as well as automated depreciation, disposal management, general ledger integration and reporting.

Set ups for Australia • Using Attaché Fixed Assets • Adding and activating assets • Transaction entry • Depreciating assets • Undoing transactions • End of period • Using KFI

Wednesday 15 July
Monday 24 August
Monday 21 September
Thursday 15 October
Wednesday 11 November
Tuesday 24 November

Attaché ODBC & Microsoft Office

9:00am – 3.30pm; \$550 (includes light lunch); Code UODBC

This course is designed to help you get more out of your Attaché and mail merges directly from Microsoft Office, without complicated reporting tools or programming data by using the reporting software which best suits your needs and skills. You'll learn how to create reports, spreadsheets.

ODBC basics • Attaché files and data structures • ODBC Data Dictionaries • Introduction to MS Query and QBE (Query By Example) • Beginner's SQL (Structured Query Language) • Using Excel for Financial Reporting • Mail merge and mailing labels • Building simple Access databases and reports

Tuesday 28 July
Thursday 27 August
Thursday 17 September
Thursday 22 October
Wednesday 18 November

Form and Screen Design

9:00am – 11.00am; \$220; Code UFS

This session is a comprehensive hands-on tutorial on designing data entry screens and setting up forms (print layouts) to print documents for Customer Order Entry Invoicing and Supplier Purchasing.

You'll learn how to confidently design functional screens and professional looking invoices, order forms and other documents.

Thursday 30 July
Wednesday 2 September
Monday 12 October
Friday 13 November

Registration

PLEASE USE BLOCK LETTERS

Code	Course date	First name	Last name	Price
				\$
				\$
				\$
				\$
				\$
TOTAL				\$

Company	VIP
Contact person	Phone
Email (for invoice/confirmation)	Fax

<input type="checkbox"/> Please charge my AFTP/CBP account* signature					
<i>Other ways to pay:</i>	<input type="checkbox"/> Credit card* for \$ plus 2% surcharge \$ = Total \$ Cardholder <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> Expiry <table border="1" style="display: inline-table; width: 20px; height: 20px;"> </table> / <table border="1" style="display: inline-table; width: 20px; height: 20px;"> </table> signature				
<input type="checkbox"/> Cheque enclosed for the amount of \$ payable to Attaché Software Pty. Limited					
<input type="checkbox"/> Direct deposit/EFT ANZ to North Sydney – Miller Street 012 361 2286 55513 (Enclose receipt or remittance advice)					

*Payment by credit card incurs a 2% surcharge

Fax to (02) 9925 0481 or phone (02) 9929 8700

Information and conditions

Registrations

To register complete the Registration Form and fax or mail it to us, keeping a copy for your own records. Upon receipt of registration we will send you a tax invoice acknowledging payment together with full course and venue details.

Minimum 5 (maximum 10) participants per course.

Attaché Software may cancel a course with 7 days' notice due to insufficient numbers.

Cancellations and changes

Registrations can be changed to a later date (subject to availability) with two weeks' notice. Substitute attendees are welcome.

Cancellations in writing prior to the course date:

- two weeks or more: 100% refund
- one week: 50% refund

No refund if less than 7 days' notice.

Location

All courses are held at Attaché Software's Training Centre at **18 Berry Street, North Sydney**.

Contact Attaché

Attaché Software

18 Berry Street, North Sydney 2060

Tel (02) 9929 8700

Fax (02) 9925 0481

Email info@attachesoftware.com

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