



Attache Course Overview

Course: End of Month

This course is an End of Month course in all Attaché's main modules. We do not cover basic master files or transaction processing in this course. We do however cover all of these in depth in the Standard Attaché course. We therefore assume that course participants have this knowledge.

This course is designed for the more experienced/advanced Attaché operator. It would ideally suit the operators who had been using Attaché for a length of time and wished to understand the End of month processes of Attaché in more detail. It would also suit anyone who had completed the standard course and wished to consolidate his or her knowledge of the software. Users who had been away from the software for a time or new Attaché users would need to be comfortable with all of the concepts covered in the standard Course before attending this course. If you are unsure as to whether this course will suit please contact our office and ask to speak to a support consultant who will be more than happy to advise you.

SESSION - END OF MONTH

Customer/Supplier End of Period Procedures - End of Month procedures will be discussed and hands on exercises will be completed and features that are being underutilised will be highlighted. Particular emphasis will be on:

- Reports to Print
- Interfacing to the General Ledger
- Business Activity Statement
- Reconciliations
- End of Period Rollover

Product End of Period Procedures - End of Month procedures will be discussed and hands on exercises will be completed and features that are being underutilised will be highlighted. Particular emphasis will be on:

- Reports to Print
- Interfacing to the General Ledger
- End of Period Rollover
- Product Stocktake procedures

General Ledger End of Period Procedures - End of Month procedures will be discussed and hands on exercises will be completed and features that are being underutilised will be highlighted. Particular emphasis will be on:

- Bank reconciliation
- Journals to process
- Reconciliation of Key General Ledger accounts
- Reports to print including Bank Reconciliation, Trial Balance and Standard Financial Reports