



Attache Course Overview

Course: End of Year - Accounts

This course is an End of year course in all Attaché's main modules.

SESSION - END OF YEAR

Customer/Supplier End of Period Procedures - End of year 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 year Rollover

Product End of Period Procedures - End of year 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 year Rollover
- Product Stocktake procedures

General Ledger End of Period Procedures - End of year 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
- End of Year Rollover

Housekeeping - End of Year procedures for archiving data:

- Creating history companies
- Copying data
- Deleting history transactions
- General Housekeeping including Data Integrity Checks and Compressions