



Attache Course Overview

Course: General Ledger

This course is designed to assist Attaché users in the features and concepts of operating and understanding Attaché's General Ledger module. This course is of an intermediate level and would ideally suit the operator who has been using General Ledger for some time, or a new operator with a background in accounting/book-keeping. 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.

Options

- Company Options
- General Ledger Options

Design & Planning

- Discuss different Chart structures
- How to plan a new Chart of accounts

Masterfiles

- Maintaining Accounts (Exploring all Masterfile Fields)
- Deleting Accounts
- Adding Accounts
- Special Maintenance facility
- Printing a Chart List

Setups

- Using the Opening Balance facility - Importing & Manual entry
- Utilising Attaché for Budget maintenance and Reporting - including setting budgets up
- Copying an already existing chart of accounts
- Importance of balancing Trial Balance reports

Transactions

- Impact of General Ledger transactions on the BAS
- Utilising Journals
- Utilising Attaché for maintaining stock journals correctly
- Reposting Batches - Accruals, Standing Journals, Reversing incorrectly entered batches

- Discussion in *General Ledger* sets and understanding how the other modules interact with the *GL*
- Interfacing other modules batches
- Utilising the *Bank Reconciliation* sub module
- Discussion of *Transaction reports* and *Bank Reconciliation reports*

Financial Reports

- Discussion and utilisation of standard *Financial reports*
- Setting up and printing *General Ledger Financial Reporter* sub module

End of Period

- Discussion in how to design your own *End of Period* procedures for *General Ledger* - with or without the *Other Attaché* modules
- Recommended reports to print
- Journals to enter
- Key Reconciliations

Trouble-shooting

- Advanced *Trouble shooting* for *Bank Reconciliation*
- Advanced *Trouble shooting* for *Trial Balance*