



## **Attache Course Overview**

### **Course: Standard Attache**

This course is an introduction to Attaché's main modules. We do not cover initial setups, understanding setups, screen or forms designer in this course. We therefore assume that all the setup steps have been completed. To review or discuss any setups, screen or forms designer, an onsite appointment is best, so please contact our office.

This course is designed for the everyday Attaché operator, new users and users that wish to gain more understanding of Attaché master files, transactions and reports. This course is also a good refresher course to keep updated with all of the enhancements Attaché make with their regular upgrades or if your organisation has recently added new modules or changed your setup in any way. 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 1 - 9.30AM - 12.30PM - CUSTOMERS, PRODUCTS, ORDER/ENTRY INVOICING**

**Customer & Product Masterfiles** - The following areas within Masterfiles will be explored. Hands on exercises will be completed and fields/features that are underutilised will be highlighted.

- Adding, modifying, deleting and enquiring.
- Special Maintenance functionality.
- Product Price Update.

**Transactions** - The following areas will be explored in depth. Many hands on exercises will be completed and areas that are underutilised will be highlighted. The effects of each type of transaction on the BAS will also be discussed.

- Templates & recurring transactions, including Standing Orders
- Customer Orders, Invoices, Credit/Adjustment Notes - Using the Order/Invoicing Module
- Customer payments & adjustments.
- Reversing Customer payments.

- Using the Product Backorder System including releasing backorders.
- Product Receipts and Adjustments
- Using Attaché Standard Messages facility

**Reports** - Report options and layouts within each of the following will be discussed and features that are underutilised will be highlighted.

- Reprinting Order/Invoicing Documents
- Aged Trial Balance - including using special selections/ Customer ageing report/ Due Date Report
- Sales Register, Payments and Adjustment Reports - Including by batches.
- Using Attaché Bank Deposit Listing
- Tax Report
- Outstanding Orders and Product Reorder Reports.
- Product Status and Movement Reports

### **Session 2 - 1.30pm - 4.30pm - Suppliers & Purchasing**

**Supplier Masterfiles** - The following areas within Masterfiles will be explored. Hands on exercises will be completed and fields/features that are underutilised will be highlighted.

- Adding, modifying, deleting and enquiring.
- Special Maintenance functionality.

**Supplier/Purchasing Transactions** - The following areas will be explored in depth. Many hands on exercises will be completed and areas that are underutilised will be highlighted. The effects of each type of transaction on the BAS will also be discussed.

- Purchase Orders, Goods Received Notes, Invoices and Credit/Adjustment Notes - Using the Purchasing/Supplier Invoicing Module
- Manual Payments and Pay Selections - including Discounts and Withholding Payments.
- Reversing/Cancelling Supplier payments.
- Reversing Withholding Payments
- Supplier Adjustments
- Using Attaché Standard Messages facility

**Supplier/Purchasing Reports** - Report options and layouts within each of the following will be discussed and features that are underutilised will be highlighted.

- Reprinting Purchasing/Supplier Invoicing Documents
- Aged Trial Balance - including using special selections/Supplier Ageing Report
- Purchases, Payments and Adjustment Reports - Including by batches.
- Tax Report
- Estimated Liability and Items Due Reports.