

## MYOB/ AccountEdge Training Course

Simple Accounting Ltd

Training Courses can be arranged at your site to suit your needs. Example courses we have run are as follows. For your own bespoke course why not check through the items in the list and then send us a copy of those topics that you'd like us to teach you – either as revision or with full training?

<b>Day One: VAT, marketing, jobs and bookkeeping entries</b>	<b>Revision Required</b>	<b>Full Training Required</b>
<b>Generating a VAT return:</b>		
How to run the AccountEdge Reports		
VAT timing issues		
VAT filing options under Making Tax Digital		
Printing, configuration of sales		
VAT coding		
Goods received/ Deposits on Orders		
Transfer of deposit to sales / Make the sale		
VAT reconciliation		
Late VAT entries and errors (rerun past years),		
Entering a VAT return to Purchase ledger		
Cash/ FRS/ Retail Annual VAT Accounting		
EC Sales return & Intrastat		
<b>Marketing and cards:</b>		
Email templates and functions incl bulk email		
Letters to customers – Officelink		
Officelink Complications on a Mac		
Amending standard letters within the system		
Contacts; identifiers; labels; emailing		
To Do lists: Contracts and marketing – contacts alerts		
Clever uses of Card file,		
How to use AccountEdge Connect		
<b>The Journal entry function:</b>		
Recurring journals		
Use of 'To Do' for multiple journal entries		
<b>Accruals and prepayments:</b>		
Enter, reverse and reenter (traditional)		
OR Same monthly journal take transactions to Balance Sheet (less common)		
OR redate and revalue journal (most radical)		
<b>Bookkeeping:</b>		
Easier bank reconciliation		
Redating transactions		
VAT codings		
Customer statements: invoice v activity		
Credit control		

<b>Job codes</b>		
New job information Status Window		
Job control on Purchase ledger		
Recharging a bill on to a customer using job codes		
Funds accounting		
Cost Centre charging		
Budgeting by job categories		
<b>Items and Stock:</b>		
Coding for items, buying details, VAT		
Searching and grouping items		
Using Locations		
Stock control: basic		
Stock flow, reorder, turning sales into purchase orders		
<b>Other modules/ledgers:</b>		
Autobuild		
Kits		
Timebilling: recharge to customer		
Import/export/multicurrency/hedging		
Simple Reports: Accounts		
Simple Reports: sales		
Simple Reports: items		
Simple Reports: card		
Account list		
Other list functions		
Analysis payables receivables stock		
Tracing past entries through Find Transactions		
<b>Other Items</b>		
Custom fields		
Cheque/invoice/purchase order/labels advanced customisation.		
Updating forms.		
Use of tricks of the trade		
Finding and naming accounts		
Tiering for reporting purposes		

<b>Advanced Accounting and Reporting</b>	<b>Revision Required</b>	<b>Full Training Required</b>
<b>System information:</b>		
Range of Mamut & Acclivity products including latest developments. Paying for the software. Acclivity customer accounts		
Networking on a PC, Networking on a Mac		
Filesharing: Network / dropbox / remote access / file transfer		
Accountedge NE (Mac) use of library		
Upgrading		
How to install: Email link: Mac/PC, Register / Deregister		
Setups/preferences		
Passwords, security and permissions		
Data verification in preferences and Backups		
Fraud/ internal security/ sharing of responsibilities		
File optimise		
<b>Year End:</b>		
How to build a file for year end		
Reconciliations		
Copy statements, loan agreements, key purchase invoices, stock valuation		
Trial Balance, T accounts,		
Nominal Ledger Summary Report		
Other reports required		
Debtors, Creditors & Stock Reconciliation		
<b>What to do at a year end:</b>		
Assistance on the SAL Tricks of the Trade page / youtube		
Prepayments, Accruals, Accrual releases		
Removing negative s/l p/l items to crs and drs respectively		
Misposting to VAT account		
Split loans to more than and less than one year		
Trial and error to estimate taxation		
Reproducing final accounts in opening figures		
Forcing an opening reconciliation to previous final accounts		
1st day of year for adjustments to previous closing accounts		
Use of period 13		
Reopening a previous year		
<b>Annual Closedowns:</b>		
How to handle a change of accounting date		
How to save transactions into the following year		
Interface with a final accounts systems		

<b>Reports:</b>		
Advanced reporting formatting and customisation,		
Saving reports: batches		
New reports eg: seven year P&L Spreadsheet.		
Session date reports		
Advanced report downloads to Excel, email and pdf.		
Use of Excel instructions to automatically upload downloads		
Live balance sheet and management accounts		
<b>Budgeting:</b>		
Entering Budgets		
Simple Budget reports and forecasts		
Balance sheet budgets		
<b>Cashflow forecaster:</b>		
How to show what short term cash can be invested		
Longer term forecasts		
<b>Other Functions available in Newest software version</b>		
Accounts – allocation memos can be used more extensively		
Cards - new leads card type		
Items - variations and kits		
Sales - new appearance of enter sales function		
Accounts - notes, memos and memos. File attachments		
Cards - action button		
Banking – Statement of Cash Flow		
Jobs – preference to indicate that a job is required on each transaction line		
Cards – more flexible emailing from your card file		
Popups – calculator speeds up entry of numerical data		
Popups – calendar simplifies entering dates		
Business Insights: Mac Graphical Inquiry screens		
<b>Action Menu:</b>		
Progress Billing		
Document Management		
Bank Statements Import: ofx, qif.		
Retainers and trust accounts		
Track changes on orders		
<b>Other Software:</b>		
AccountEdge Mobile		
AE Connect		
Open Source Ecommerce: Zen Cart		
<b>Sources of help:</b>		
AccountEdge Help files		
You tube		
Knowledgebase		
Simple accounting Helpline and Tricks of the Trade		