Accounts Training

Play Video

Company:____________________________ **Signed:**_____________________________

Name:____________________ **Position:**_______________ **Date:** ______________

Trainee to complete: Please tick

1. [ ] **Chart of Accounts**
   Is it clear that your Accounts within the Chart of Accounts can be viewed in a number of ways?

2. [ ] **Tree Mode**
   Can you explain how Tree Mode works?

3. [ ] **List Mode**
   Can you explain how List Mode works?

4. [ ] **New Account**
   Do you know how to setup a new account for your chart of accounts?

5. [ ] **Account Types**
   Does the types of accounts in the drop down make sense?

6. [ ] **EFT Details**
   Do you know where to set the EFT or electronic banking details for a bank account?

7. [ ] **Sub Accounts**
   Do you understand how departments can replace the need for sub accounts in some cases?

8. [ ] **Departments**
   Do you know how you can divide your business into different cost centers?

9. [ ] **Accounts and Departments**
   Was the relationship between Departments Products and Accounts explained, focusing on how Departments can create different report levels with one Accounts, thus eliminating the need for multiple Accounts of the same type?

10. [ ] **Assigning Tax Codes**
    Did the assignment of the Tax Codes make sense and how they affect the BAS/VAT and the auto loading into transactions?

11. [ ] **List Customisation**
    Was the List Customisation explained?

12. [ ] **F5, F6 and F7**
    Do you know how to use the F5,F6 and F7 searching features? Also how to use the search box on the main screen.

13. [ ] **Altering Columns**
    Can you add columns, remove columns and alter the layout of the list and then save the list as a personal report?

Refer Global Features

14.[ ] **Filters**
Do you know how to filter in the list to show only specific details?

15.[ ] **Custom Filters**
Do you know how to create a custom filter?

16.[ ] **Foriegn Exchange Lists**
Do you know how to turn on Foriegn Exchange Values in some reports?

17.[ ] **Custom Report**
Do you know how to create a custom report to display in the My Reports Section?

18.[ ] **Exporting Lists**
Can you export a list or report using the export button and create a spreadsheet with it?

19.[ ] **Profit and Loss**
Can you run a Profit and Loss Report from the main screen?

20.[ ] **By Periods (Profit and Loss)**
Can you run a Profit and Loss Report by periods?

21.[ ] **Changing Dates**
Can you run a Profit and Loss Report from the report selector changing the dates on the report selector?

22.[ ] **Selecting Departments**
Do you know how to select different departments for different reports?

23.[ ] **Drill Downs**
Was it explained how to drill into any of the values in all of the reports?

24.[ ] **Printouts**
Can you preview a printout of the Profit and Loss Report?

25.[ ] **Balance Sheet**
Run a Balance Sheet report from the main screen?
Run a Balance Sheet report from the report selector?

26.[ ] **Report Selector**
Has the report selector made sense in relation to choosing dates prior to running the reports?

27.[ ] **Date Ranges**
Has the List Date Range options been explained when comparing speed to functionality?

28.[ ] **BAS/VAT Report**
Has the setup of the BAS report / VAT Report with the Tax Codes been done and approved by the accountant?

29.[ ] **BAS/VAT Options**
Can you run a BAS report / VAT Report?

30.[ ] **Creating Journals**
Can you enter/create a Journal?

31.[ ] **Finding Journals**
Can you search and find an existing Journal?

32.[ ] **Charts**
Do you know how to create a chart from any report?

33.[ ] **Shortcut Filters**
Do you know how to create a filter?

34.[ ] **Summary Sheet**
Can you open the Summary Sheet?

35.[ ] **Dashboard**
Can you open the Dashboard?

Notes:
Are there any aspects in this area that more training would be useful?