



COURSE OUTLINE

Course/Workshop Name

Finance End of Year Processes

Level

Essentials

Who Should Attend:

This course is designed to provide new users of SynergySoft with comprehensive knowledge of all programs and processes necessary to perform End of Year processes in the SynergySoft financial modules. This course is also suitable for experienced financial officers who require refresher training

Course Outline

- Overview
- GST Parameters
- Payroll (for customers using SynergySoft)
- Cash Receipting (for customers using SynergySoft)
- Trust
- Building
- Town Planning
- Health
- Dogs
- Cats
- Cemeteries
- Loans
- Debtors
- Assets
- Creditors
- Purchasing
- Stores
- Rates
- General Ledger



COURSE OUTLINE

Course/Workshop Name

1343: End of Year Rates

Level

Essentials

Course Outline (Session 2):

- Understanding of End of Year Rates including:
- Interim/Property transactions
- Pensioners – checking and final rebate claims
- Raising Interest Charges, Offsetting Excess Receipts, Write Off Small Balances & Open Items
- ESL – returns
- Final Balancing and Reports in Rates
- Rates GL Settings
- The Rates End of Year process
- Checks After End of Year Process
- Pensioners Deferred Claim

Prerequisites

Participants will require sound understanding in the following areas:

- Knowledge of Local Government Rating
- Knowledge of SynergySoft Rates and Property modules
- Knowledge of Finance/accounting
- Knowledge of SynergySoft Financial modules



To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7000 or email ann.bull@itvision.com.au