

M a k e a B o o k i n g

Abcom can conduct the training course either privately for yourself and your administration staff, so that you can ask those "in my store" questions in complete privacy. Or you can participate in a public group course with other licensees and their administration staff.

Course Details are as follows:

Course Duration: 1 day, 9:00am till 5:00pm

Class sizes: 5 students maximum

Looking for further information on this course, it's availabilities or to make a booking, please contact Abcom via the methods listed in this brochure.

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ABC COM

Are you using your
investment to it's full
potential?

**eProphet
Accounts
Training
Courses**



Abcom

eProphet Accounts Training Courses

Abcom is pleased to announce we will be holding classroom training courses in our Sydney, Gold Coast and Melbourne Offices.

Who Should do This Course?

These hands on training courses will provide an invaluable insight into the eProphet Accounts System, with all aspects of the system covered during the course. A hands-on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Participants will learn to increase productivity by providing the skills and knowledge to use the eProphet accounts system; including account setup, invoicing, supplier maintenance, electronic payment runs, bank reconciliation, Store transfers, GST reporting, general ledger and P&L report production.



eProphet Accounts

Unit 1: Basic Orientation

- Overview of eProphet Accounts System
- Starting eProphet in Microsoft Windows
- The eProphet Screen

Unit 2: Supplier Maintenance

- Supplier Maintenance Overview
- Entering Supplier Details
- Maintaining Supplier Details

Unit 3: Chart of Accounts

- Chart Of Accounts Overview
- Modifying Existing Accounts
- Adding a new Account
- Header And Detail Accounts

Unit 4: Store Imports

- Store Imports overview
- Store Import Mapping
- Adding a supplier during an import

Unit 5: Transaction Entry

- Transaction Entry Overview
- Entering Creditor Invoices
- Entering Creditor Payments

Unit 6: Electronic Payment Runs

- Electronic Payment Run Overview
- Generating your bank file
- Emailing remittance advices

Unit 7: Store Transfer Dockets

- Importing "sister" store transfer docket
- Importing other store transfer docket
- Transfers Auto Reconciliation Tool

Unit 8: Templates

- Entering Templates
- Retrieving Templates

Unit 9: Bank Reconciliation

- How to use the Bank Rec efficiently

Unit 10: General Ledger

- Creating / Maintaining Journals
- Processing General Ledger
- General Ledger Reporting

Unit 11: End of Period

- The "checks and balances" for End of Period
- End of Period Checklist

Unit 12: Working with Reports

- Generating Reports
- Exporting Reports
- Emailing Reports

Unit 13: eProphet and the GST

- GST Overview
- Tax inclusive Transactions
- Examining Tax Codes
- Finding your BAS figures

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