

AS-Accountant 7

training structure



apricot software

AS-Accountant 7 system training structure

Lesson 1

- Introduction to the system
- First access to the system
- Short introduction to subsystems
- Using system help
- Menus of Accounting subsystem
- Ribbon and principles of working with it
- Working with calendar and inputting fields
- Working with List type windows
- Entering Company data
- Setting the system options
- Editing General Ledger directory

Lesson 2

- Entering accounts beginning balances
- Creating Partners and Partner groups directories
- Importing Partners directory from RS system
- Entering partners beginning balances
- Work menu of Warehouse subsystem
- Creating and editing Material values, Groups of material values, Warehouses and Measurement units directories

Lesson 3

- Material values documents.
- Principles of working with documents. Working with tables in the document
- Material values accounting and entering beginning balances
 - Filling out and registering Storage Input order
- Material values documents journal. Purpose and working principles
- Material values reports. Materials analytic sum and general ledger accounts disbalance checking
- Work menu of Bank subsystem
- Creating and editing Currencies, Exchange rates, Banks, Bank accounts
- Purpose of Standard operations and Formulas directories

Lesson 4

- Filling out and registering Payment order document
- Documents Journal. Purpose and working principles
- Nuances of working with material values documents
 - Storage input order, Materials movement, Sale (Retail)

Lesson 5

- Cash documents. Filling out and registering Cash-in order and Cash-out order documents
- Creating and editing Services directory
- Filling out and registering documents:
 - Invoice, Waybill: Exporting to and importing from RS.
 - Memorial order, Received services

Lesson 6

- Documents for foreign currency transactions
 - Filling out and registering Currency conversion, Account revaluation and Partner's account revaluation
- Working with journals
 - Documents journal, Issued tax invoices journal, Received tax invoices journal, Purchase documents journal, Common documents journal
- Purposes and forming of the reports
 - Balances, Turnover, T-account, Transactions Journal etc.
- Purpose and forming of Partner's reports
 - Balances, Turnover, T-account and Transactions Journal
- Purpose and forming of Material values reports.
 - Materials balance, Materials turnover, T-account and MT operations journal
- Purpose and working with MT documents journal
- Financial and other assisting reports
 - Financial reports
 - Purpose and forming of initial reports
- Standard operations
 - Working with standard operations directory. Forming and using standard operations

Lesson 7

- Work menu of Payroll subsystem
- Options
 - Editing payroll calculation options
- Forming and editing of directories
 - Employees, Subdivisions, Positions, Accruals, Deductions, Tables, Income tax scale
- Wage calculation, Vacation pay calculation and Sick pay calculation
- Principles of working with journals

Lesson 8

- Purpose of journals
 - Payroll documents journal, Work with employees
- Purpose and forming of reports
 - Employees list, Calculation sheet, Summary data, Extended statement, Calculation data, Income tax report
- Creating and printing Payroll sheets
- Forming time-sheets

Lesson 9

- Work menu of Fixed assets subsystem. Editing the options
- Directories
 - Creating and editing Fixed assets, Types of fixed assets, Structural departments directories
- FA Journals
 - Purpose and working principles with FA documents journal, Fixed assets not put into commission, Fixed assets put into commission, Fixed assets temporary out of use, Retired fixed assets journals
- Operations.
 - Introduction and recording of Purchasing of FA, Act on putting into commission operations

Lesson 10

- Operations
 - Introduction and recording of Depreciation calculation, Act of internal movement, Act of withdrawing from exploitation, Return into commission, Reconstruction, Revaluation, Partial liquidation, Act of writing-off and FA stocktaking operations
- Reports
 - Purpose and forming of Fixed assets card, FA turnover by operations, Depreciation of fixed asset, Depreciation of fixed assets by location and material responsible person and Operations reports

Lesson 11

- Work menu of Short-life items subsystem
- Accounting of short-life items and entering beginning balances
- Filling out and recording Short-life items purchasing and putting into commission, Short-life items putting into commission, Movement of short-life items and Liquidation of short-life items documents
- Short-life items reports
 - Short-life items current balance, Short-life items turnover journal and Short-life items transactions journal
- Work menu of Administrative tools
- Working with administrative tools
 - Data protection and backuping
 - Users and permissions
 - Working with databases

Lesson 12

- Internet Banking
 - Exporting payment orders from AS-Accountant 7 to TBC Internet Bank system
 - Importing bank account statement from TBC Internet Bank system into AS-Accountant