

MoneyWorks

On-site

Consultancy & Training

Training Syllabus

Session 1:

- Consultation
- Create a new company file
- Navigating through MoneyWorks
- Managing the MoneyWorks document
- Preference Setup
- List setup:
 - Chart of accounts
 - Supplier list
 - Customer list
 - Item List
- Backup

Session 2:

- Opening Balances
- Outstanding Sales Invoices
- Outstanding Purchase Invoices
- Banks & Unpresented Cheques
- Stock on hand
- Other Balance Sheet account

Session 3:

- Purchase Invoices
- Sales Invoices
- Credit Notes
- Payment
- Receipt
- Edit the unposted transaction

Session 4:

- Journals
- Posting
- Cancel transaction
- Bank Reconciliation
- Period Management
- Find transactions
- GST Reporting
- Finalise GST
- Standard reports
- IAF (IRAS Audit File)

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