

<b>9:30</b>	<b>Registration</b>	<b>12:15</b>	<u>Paying In Instructions</u>
<b>9:45</b>	<u>Session One – SQL Basics</u>		<ul style="list-style-type: none"> <li>• Entering cheques received</li> <li>• Printing vouchers and summary</li> </ul>
	<ul style="list-style-type: none"> <li>• Login In</li> <li>• User/Practice/Office Dashboards</li> <li>• Menu system                             <ul style="list-style-type: none"> <li>- Creating personal shortcuts</li> </ul> </li> </ul>	<b>12:30</b>	<u>Practice/Global Reporting</u>
<b>10:00</b>	<u>Case Set-up</u>		<ul style="list-style-type: none"> <li>• <u>Funds summary – using selections</u></li> <li>• <u>Diary reporting – cash items</u></li> <li>• <u>Transaction abstract</u></li> </ul>
	<ul style="list-style-type: none"> <li>• Case Staff - Bordereau</li> <li>• Bank data entry</li> <li>• Diary Setup</li> <li>• Use of case notes</li> </ul>	<b>13:00</b>	<b>Lunch</b>
<b>10:30</b>	<u>Daily Bank Postings</u>	<b>14:00</b>	<u>Case Posting Entries</u>
	<ul style="list-style-type: none"> <li>• Receipts and Payments</li> <li>• VAT entries</li> <li>• Split Postings</li> <li>• Debtor postings                             <ul style="list-style-type: none"> <li>- Linking to case contacts data</li> </ul> </li> <li>• Contributions                             <ul style="list-style-type: none"> <li>- Linking to schedule</li> </ul> </li> <li>• Batch modification and printing</li> <li>• Errors</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Journal Entries</u></li> <li>• <u>Invoice Posting</u></li> <li>• <u>Adjust\Repost\Zap</u></li> </ul>
<b>11:00</b>	<b>Coffee</b>	<b>14:45</b>	<u>Amendment of Chart of Accounts</u>
<b>11:15</b>	<u>Daily Bank Postings...cont'd</u>		<ul style="list-style-type: none"> <li>• <u>Fixed and floating – VAT</u></li> <li>• <u>Sub-Accounts</u></li> </ul>
<b>11:45</b>	<u>Daily Bank Postings – Insolvency Services</u>	<b>15:15</b>	<b>Coffee</b>
	<ul style="list-style-type: none"> <li>• Processing receipts</li> <li>• Processing payments                             <ul style="list-style-type: none"> <li>- Printing CAU101/CAU105</li> </ul> </li> <li>• ISA Interest</li> <li>• Outstanding ISA Payments</li> </ul>	<b>15:30</b>	<u>Uses of * in cash entries</u>
			<ul style="list-style-type: none"> <li>• <u>Corrections</u></li> <li>• <u>Debtor adjustment</u></li> <li>• <u>Accruals – VAT return</u></li> </ul>
		<b>16:00</b>	<u>Bank Reconciliation</u>
		<b>16:30</b>	<u>Case cash book printing</u>
		<b>16:45</b>	<u>Trading aspects of IPS</u>
			<ul style="list-style-type: none"> <li>• <u>Allocations</u></li> <li>• <u>Part payment</u></li> </ul>
		<b>17:00</b>	<u>Finish</u>

