

# Lexis Affinity™ – End of Financial Year

## KEY FACTS

### Delivery:

Online Seminar

### Course Duration:

1.5 hours

### Cost:

\$200 (excluding GST)

## Course Outline

The Lexis Affinity End of Financial Year online seminar is designed to assist Lexis Affinity users to navigate the steps and processes required to roll over to the forthcoming financial year. The content of the course will incorporate the following:

### Preparation for Year End

- Employee, Client & Matter rates
- Employee budgets for next financial year
- General Ledger budgets for next financial year
- General Ledger drivers
- Unallocated debtors
- Matter write-offs
- Trust balances & transfers
- Bank account reconciliation

### The Year-End Process

- Steps to take immediately prior to Year End being run
- Running the Year End
- Steps to take immediately after the Year End is run

### What to do After the Year End is Run

- Locking dates
- Processing Balance Day Adjustments and back dating entries
- Revaluation of WIP on fees dated prior to start of new financial year
- Year End and System Check errors and warnings
- Transaction reversals

## Benefits of Attending

- Gain an understanding of the Year End process in Lexis Affinity
- Gain an understanding of the preparation required prior to closing the financial year in Lexis Affinity

## Course Delivery

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course materials and handouts will be emailed to each attendee once the course booking has been placed and processed.

# Lexis Affinity™ – End of Financial Year

## KEY FACTS

**Delivery:**

Online Seminar

**Course Duration:**

1.5 hours

**Cost:**

\$200 (excluding GST)

### Intended Audience

This online seminar is designed for Finance Managers, Accounts Supervisors, Accounts Operators or other persons responsible for the financial year end processing.

### Pre-requisite Knowledge/Skills

Proficient knowledge of Lexis Affinity operations.

### Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/LexisNexisAffinity/Webinars/>

and complete the registration form.