

PCLaw™ – PCLaw Accounts and Operations

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline

This course will enable you to gain a greater understanding of the accounting functionality within PCLaw. The content will incorporate the following:

Cheques and Receipts

- Trust and Office cheque requisitions - request and release cheque requisitions and end notification of requests
- Trust and Office cheques & receipts (reprint, change and reverse)
- Office Receipt – pay more than one bill, or where there is no bill outstanding

Transfers and Journals

- Trust to Office transfers – autofill and how to reverse
- Transfer trust funds between matters
- Recurring entries and memorized transactions
- Import costs from other systems
- Supplier invoices and anticipated costs

Billing

- Create Bill, Quickbill including payment received
- Demonstration of Calculate, Detail and Allocation buttons within Create Bill

Reporting

- Understanding reports for clients, office and trust journal (cashbooks), General Ledger journals, GL Statements and how to group reports
- End of Month reporting including trust compliance reports
- Produce a Trust Statement
- Viewing and maintaining a Register of Transactions

General Administration

- Tips and tricks
- Backing up your accounting data
- Understanding support resources

Benefits of Attending

This course will give you an overview of PCLaw Accounting and Operations from the perspective of a day-to-day user covering basic and essential accounting functions.

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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 material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

Intended Audience

Employees responsible for accounting operations

Pre-requisite Knowledge/Skills

Prior formal training on PCLaw or completion of PCLaw The Basics online seminar.

Registration Information

To book your attendance on this course, please go to

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

and complete the registration form.