

PCLaw™ – End of Financial Year

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline

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

Closing the Year

End of Month

- Preparing for end of month
- Monthly reports
- Reconciling reports
- Closing the month

Checklist for Closing the Year

- Backing up
- Reconciling bank accounts
- Reconciling reports
- Year - end adjustments
- Closing end of year

What Happens After Year End

- Confirming year end was successful
- Reversing of entries in prior year
- What happens if you don't close the month or year

Benefits of Attending

- Gain an understanding of the year end process in PCLaw.
- Gain an understanding of the preparation required prior to closing the financial year in PCLaw.

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.

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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

Formal training in PCLaw Accounts and Operations or proficiency in the topics covered by the same course.

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.