

Learning Objectives

Upon completion of this course participants will have a strong understanding of the more complex WinBEAT receipting and payment functions.

Participants will gain an appreciation of WinBEAT ADP Codes in relation to the various WinBEAT reports.

Learning troubleshooting skills is also an important component of the course.

Prerequisites:

- have attended the Intermediate Accounting Level 1 course
- have an excellent understanding of Windows, Files and Location

Methodology:

Instructor lead classroom training with hands on practical exercises from a comprehensive course manual

Introduction

Overview

Using the ABC Training Ledger
Logging into WinBEAT

WinBEAT Help Menu

Email WinBEAT Support
Using What's New

WinBEAT Accounting

Overview of Accounts

Trust Movements
Trust Balances
Understanding Accrual & Trust

Multi Client & Multi Associates
Account Manager on Policy
Understanding Working & IBA
Understanding ADP Codes
View Account File List

Advanced Receipting

Multi Client Receipt

Process a Multi Client Receipt
Understand Policy Allocations
Understanding Reports

Direct Payments

What is a Direct Payment?
Yes or No to Reconcile
ADP Codes and Reports
Reversing a Direct Payment

Write Off

Process a Write Off
Write Off ADP Codes & Reports

Underwriter Receipts

Receipt to Trust or Working?
Multi Client U/W Receipt
ADP Codes and Reports

Sundry

Process a Sundry Receipt
(Inc or Ex GST)
Sundry ADP Codes & Reports

Reversing Receipts

Understanding Reversing

Part Receipt

Process a Client Part Receipt
Understanding ADP Allocations

Transaction Entry Workshop

Attendees have an opportunity to work independently on a number of receipting tasks

Journals

From Unallocated Cash
Offset DR to CR
ADP Codes and Reports

Advanced Payments

Client Refund

Process a Client Refund
ADP Codes & Reports

Associate Payment

Process Payment from Trust
Process Payment from Working
Analyse ADP Codes

Underwriter Payment

Return Premiums & Cancellation
Amending Commission
Appending Invoices
Negative Remittances
Reversing a Payment

GST Payment

Cash or Accruals Extraction
Process a GST Payment
GST is not 10% of Income
GST Free Income Report

Drawing Income

Other WinBEAT Courses:

- Introduction WinBEAT 3.3
Transaction Processing Level 1

- Intermediate WinBEAT 3.3
Transaction Processing Level 2

- Intermediate WinBEAT 3.3
Accounting Level 1

- Intermediate WinBEAT 3.3
for System Administrators

- Advanced WinBEAT 3.3
Integrating WinBEAT & MS
Office

Additional Receipts or Payments

IBA Ledger Adjustments

Understanding Adjustments

Prescribed Securities

Transfer Monies out of Trust
Transfer Monies into Trust
Capital & Interest

Trouble Shooting in WinBEAT

Reports Menu

Trust A/C Analysis
Management Exception Report
Income Analysis
Summary Schedule of
Insurance

Trouble Shooting Workshop

Attendees have an opportunity to work independently to resolve the following issues

- Financed Transactions
- Overdrawn Income
- Dishonoured Cheques
- Debit & Credit Offset
- Summary Schedule of Insurance

WinBEAT Reconciliation

Understanding Reconciliation

Current IBA Balance
Estimated Bank Balance
Actual Bank Balance
Difference

Trouble Shooting
IBA Ledger Adjustments
Receipt or Payment
Reversals

Close of Month

Clearing Bank Deposit

Printing & Clearing Banking

Close Month Procedures

Storing EOM Reports
Performing a Manual Backup
Standard & Optional Reports

Processing Close Month

Diagnostic
Selecting Reports
Print &/or Save Reports
Clear & Close Month

Understanding EOM Reports

As a Group we will learn how to read & understand EOM Reports