

Learning Objectives

This course is aimed at existing WinBEAT users.

Upon completion of this course participants will have a good understanding of receipting and payments including Underwriter, Associates and GST payments.

Participants will also gain a basic understanding of the WinBEAT accounting principles relating to transaction entry, receipting, payments and standard reports.

Prerequisites:

- Introduction to WinBEAT Course or equivalent skills
- Good understanding of Windows, files and folders

Benefits:

Participants will learn the day to day workflow in relation to Receipting and Payments as well as gaining an understanding of WinBEAT accounting principles.

Methodology:

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

Next Step:

Advanced WinBEAT 3.3 Accounting Level 2

Introduction

Overview

Logging into WinBEAT
Using the ABC Training Ledger

WinBEAT Help Menu

Using 'What's New'
Email WinBEAT Support

User & Security Levels

Creating a New User

Basic Transaction Accounting

ADP Codes

What are ADP Codes?
Understanding Accrual / Trust Codes

Reports & Allocations

Debtors Report
Creditors Report

New Business and ADP Codes

Create a New Business Transaction
View ADP codes

Associates & ADP Codes

Understanding Associates
Create a New Bus Transaction
View ADP Codes for Associates.

WinBEAT Receipting

Client Receipting

View ADP Account Codes
Process Client Receipts
Full Receipt
Part Receipt
EFT & EFT Batch
Analyse Trust Movements
Analyse Trust Balances

Unallocated Cash

Process a Receipt to U/A Cash
View Unallocated Cash Postings
Refund from U/A Cash
Journal from U/A Cash
Unallocated Cash Reports

Account Code Workshop

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

Client Allocations

Automated Banking

Clearing Bank Deposit

Underwriter Payments

ADP Account Codes

View Trust Movements
View Trust Balances

Other Payment Features

Sundry Payments (inc GST)
Append Policies
Finalise Payment
Print the Remittance

Process an Underwriter Payment

Payment Extraction Criteria
Print Prelist
Close/ Show
Marking the Payment
Checking Totals

Analyse ADP Codes

View Trust Movements
View Trust Balances

Other Functions

Reprinting Remittances

Other WinBEAT Courses available:

- Introduction WinBEAT 3.3 Transaction Processing Level 1
- Intermediate WinBEAT 3.3 Transaction Processing Level 2
- Intermediate WinBEAT 3.3 for System Administrators
- Advanced WinBEAT 3.3 Accounting Level 2
- Advanced WinBEAT 3.3 Integrating WinBEAT & MS Office

Associate Payments

ADP Account Codes

Paying from Trust or Working
View Trust Movements
View Trust Balances

Process an Associate Payment

Payment Extraction Criteria
Marking the Payment
Checking Totals

Finalise Payment

Finalise Payment
Print the Remittance

Analyse ADP Codes

View Trust Movements
View Trust Balances

Other Functions

Reprinting Remittances

Client Payments

ADP Account Codes

View Trust Movements
View Trust Balances

Client Refund Report

Trust Account Analysis

Client Payments

Process a Client Payment

Other Payment Functions

Pay GST

Understanding Cash or Accruals
Process a GST Payment
Payment Extraction Date
View ADP Codes

Draw Income

Analyse Income Available
How to Draw Income
View ADP Codes

Reversing Banking

Reports Menu

Accounting Reports

IBA Reports
Debtors & Creditors
ADP 106 ledger Analysis
Trust Account Analysis
Management Exception Report

Additional Accounting Functions

Client Statements
Final Notice
U/W Unpaid Prem Advice

Close Month

Close Month Procedures

Storing End of Month Reports
Backup
Standard & Optional Reports

Processing Close Month

Running a Diagnostic
Print &/or Save Reports
Clear & Close Month

Post Close of Month

Income Reports
Sales Reports
Cancellation Reports
GST Free Reports