

## Intermediate Everyday WinBEAT4 Accounting

### Learning Objectives

The Intermediate Everyday WinBEAT4 Accounting Course is aimed at users responsible for all Receipting and Payment functions within WinBEAT4.

Upon completion of this course participants will have a good understanding of receipting plus Underwriter, Associate, GST & Income payments.

Participants will also gain a basic understanding of the WinBEAT4 accounting principles relating to transaction entry, receipting, payments and standard reports.

### Prerequisites:

- Introduction to WinBEAT4 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 WinBEAT4 accounting principles.

### Methodology:

Instructor lead classroom training using hands on, practical exercises from a comprehensive course manual.

ABC - ABC Insurance Brokers Pty Ltd - WinBEAT 4.0.32

Dashboard

FILE ENQUIRY TRANSACTION BANK CLAIMS MAINTAIN FORMS REPORTS LOG OUT HELP

Enquiry Transaction Receipt Print Claim Compliance

Last refreshed 7/12/2011 12:55:35 PM Account managers All

**Unfinalised banking** \$0.00

**Suspense** \$0.00

**Creditors 102** \$2,447.05

**Creditors 103** \$26,529.60

**Creditors 104** \$3,648.22

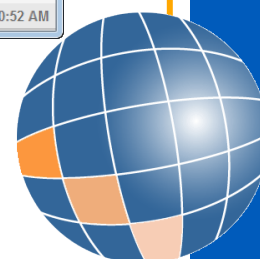
**Financed trans** \$0.00

Items Calendar

**Debtors - Aged**

Code	Balance	Unalloc cash	Not due	0 to 30 days	31 to 60 days	61 + days
ADAMS S	\$9,226.12	\$0.00	\$1,640.21	\$0.00	\$0.00	\$7,585.91
ALLEN A	\$1,969.54	\$0.00	\$0.00	\$1,340.02	\$0.00	\$629.52
BOLAN I	\$2,055.11	-\$650.00	\$0.00	\$0.00	\$0.00	\$2,705.11
BOWFRAS	\$14,451.14	\$0.00	\$2,556.00	\$0.00	\$0.00	\$11,895.14
CLARK J	\$6,581.25	\$0.00	\$0.00	\$0.00	\$0.00	\$6,581.25
COOK PR	\$8,060.65	\$0.00	\$0.00	\$0.00	\$0.00	\$8,060.65
DIMENSIONS	\$1,562.00	\$0.00	\$1,562.00	\$0.00	\$0.00	\$0.00
FLOWERS	\$5,392.02	-\$75.00	\$0.00	\$0.00	\$0.00	\$5,467.02
	\$74,915.83	-\$725.00	\$5,758.21	\$2,551.02	\$0.00	\$67,331.80

WinBEAT 4.0.32 Contact us Legals broker - 16/12/2011 10:40:52 AM



# WinBEAT4

## Course Content

### Introduction to WinBEAT4

- What is WinBEAT4?
- Using ABC Training Database
- Logging into WinBEAT4

### What's New in WinBEAT4

- New Accounting Enhancements

### WinBEAT4 Accounting Checklist

- Accounting Daily Checklist

### WinBEAT4 Basic Accounting

- What are ADP Codes?
- Accrual VS Trust Accounts
- Trust Movements
- Trust Balances

### WinBEAT4 Transactions

- Process a New Business
- Understanding Premium Breakup
- View and analyse ADP Codes

### WinBEAT4 Accounting Reports

- Debtors
- Creditors – Underwriter & Associate
- Monthly Sales
- Sales Transaction Listing

### WinBEAT4 Receipting

- Process various Manual Client Receipts
- Working with Accounts Dashboard
- Print & Clear Bank Deposit Slip
- Overview of Banking Reports

### Additional Receipting Options

- Automated Banking
- Macquarie Premium Payments
- On Line Payment Gateway

### WinBEAT4 Reconciliation

- Understanding WinBEAT4 Reconciliation

### WinBEAT4 Enquiry

- View Invoice Allocations
- View Trust Movements
- View Trust Balances

### Managing WinBEAT 4 Debtors

- Detailed Outstanding Debtors
- Working with Dashboard
- Client Statement of Account
- Client Final Notices

### WinBEAT4 Underwriter Payments

- View Trust Movements & Balances
- Dashboard Display
- Extract & Process Underwriter Payment
- Analyse ADP Codes & Movements

### WinBEAT4 Client Payments

- View Trust Movements & Balances
- Dashboard Display
- Process Client Payments
- Analyse ADP Codes & Movements

### WinBEAT4 Associate Payments

- View Trust Movements & Balances
- Extract & Process Associate Payment
- Analyse ADP Codes & Movements

### WinBEAT4 GST Payments

- View Trust Movements
- View Trust Balances
- Extract & Process GST Payment
- Analyse ADP Codes & Movements

### WinBEAT4 Draw Income

- View Trust Movements & Balances
- Process Draw Income
- Analyse ADP Codes & Movements

### WinBEAT4 Accounting Checklist

- Review & Discuss Daily Checklist

### WinBEAT4 Close Month

- Backup
- Close Month Preparation
- Process and Clear Close Month
- Verify Close Month Completion



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