

Advanced WinBEAT4.2 Accounting & Reports

Learning Objectives

Upon completion of the Advanced WinBEAT4.2 Accounting and Reporting course participants should have a strong understanding of the more complex WinBEAT receipting and payment functions.

Participants will gain comprehensive appreciation of WinBEAT ADP Codes, Trust Movements & Balances in relation to the Trust Account.

We will also analyse some of the WinBEAT Accounting Reports, which will give users a clearer understanding of what information is available and how to read them.

Prerequisites:

- **must** have attended the Intermediate Everyday WinBEAT Accounting
- have an excellent understanding of Windows, Files and Location

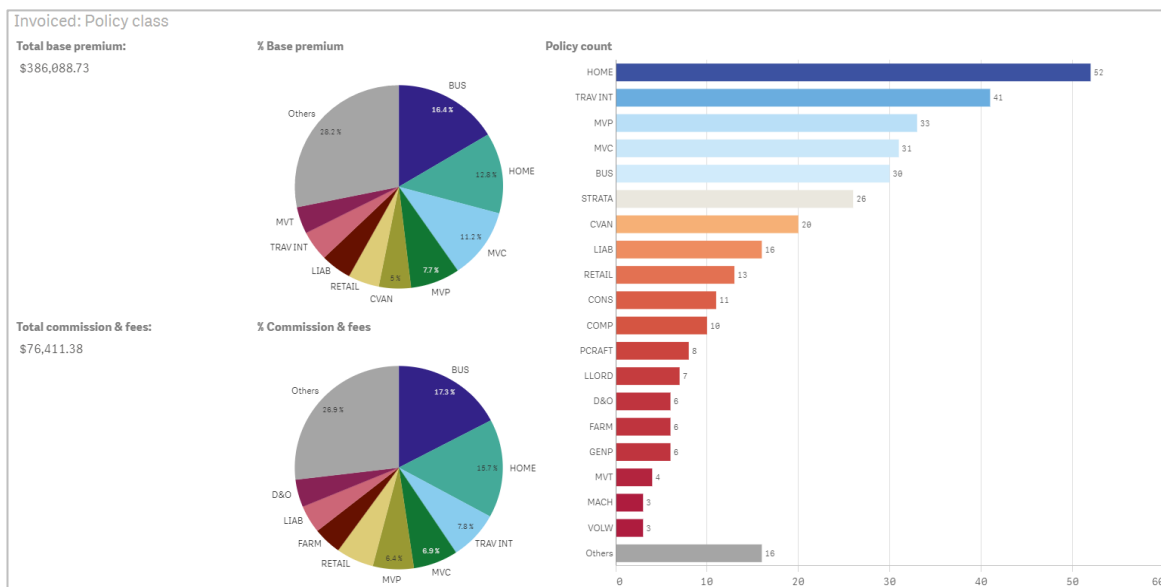
Benefits:

Participants will learn the more intricate aspects of WinBEAT Accounting principles, along with trouble shooting skills to assist with reconciliation of the Trust Account.

Methodology:

Instructor-led classroom training using hands on practical exercises from a comprehensive course manual.

Sample: Qlik Sense - Invoiced by Policy Class Dashboard



WinBEAT4

Course Content

Introduction to WinBEAT4.2

- What is WinBEAT4.2?
- Using ABC Training Database
- Logging into WinBEAT4.2

Accounts Dashboard

Basic WinBEAT Accounting Overview

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

Transaction Processing & Allocations

- New Business Transactions
 - Basic Transaction
 - Associate Primary/Secondary
 - Associate Primary/Sub-associate
 - New Business Instalment/PBM
 - Funding – Update Status

Receipting Allocations

- Full Receipting
 - Basic New Business Transaction
 - With Primary/Secondary Associates
 - With Primary/Sub-associates
- Write Off
- Sundry Receipting
- Receipting from Funders
- Net Associate – Primary Associate
- Analyse Trust Movements/Balances

Payment Allocations

- Underwriter Payments
- Client Refunds
- Financed Transactions
- Associate Payments - Primary & Sub
- Associate Payments - Annual/Instalment
- GST Payments – Cash VS Accruals
- Drawing Broker Income
- Analyse Trust Movements/Balances

WinBEAT Reconciliation

- Where to Start?
- Understanding WinBEAT Reconciliation

Ledger Adjustments

- IBA Adjustment
- Prescribed Securities (ADP 94 Audit)

Reports - Sales

- Monthly Sales
- Sales Transaction Listing
- Premium Sales Analysis - Written

Reports - Income

Cash

- Income Received
- Instalments & Direct
- Custom Reports vs Sales & Income

Accrued

- Historical Sales Reports

Qlik Sense

- Overview of Qlik Sense
- Compare Sales/Income Reporting

Reports - General

- Client Ranking
- Portfolio Analysis
- IBA - Multi Select

Reports – Trial Balances

- Summary Trial Balance
- Detailed Trial Balance
- Trial Balance Analysis

Close of Month/EoFY

- Storing Close of Month/EoFY
- Diagnostic & Backup
- Verify Close of Month/EoFY
- Moving Reports



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