

Course Aim

The aim of the Period End course is to provide the attendee with the best advice and guidance regarding the many processes to completing and balancing a multi-modular financial period end.

Pre-requisites

The attendee should have attended the Desktop Navigation course and have knowledge of the organisation's period end strategy.

Suggested Attendees

This course is intended for users that have the security clearance and the necessary responsibility for the running of the organisation's period ends.

Course Content

- Introduction to the Agresso QLF Period End**
 A description of the basic processes and closure order involved in the Agresso QLF period ends.
- Period End Pre-requisites**
 An investigation and description of what to do with incomplete, suspended, ready to post, or sent to Scheduler batches.
- Period End Data Back-ups**
 The reason behind why a period end data back-up is taken prior to any module being rolled to the next financial period.
- Control/Suspense Account Reconciliation**
 Ensure Accounts Payable/Receivable control accounts balance with the General Ledger control accounts. Checking the General Ledger suspense account and what to do if a balance is present. Reconciling the Cash Book bank account to the General Ledger bank account.
- Reconciliation Reports**
 Run and print aged creditors, checking with the Accounts Payable control account and General Ledger control account. Run and print aged debtors, checking with Accounts Receivable control account and General Ledger control account. Print Cash Book master file report and reconcile to General Ledger bank accounts. Run and print General Ledger trial balance report and balance.
- Document Audit Reports & User- Defined Reports**
 Explanation of why the audit reports and user-defined reports need to be printed or archived before the modular period ends are carried out.
- Period Ends**
 The running of individual module period ends for other modules. Print and delete the activity log and delete invalid logins log within the System Module.

Course Objectives

The attendee will gain a clear picture of the period end process and also gain an understanding of the reconciliation accounts in Agresso QLF.

Methodology

The theoretical aspects of period end process will be explained, followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training Centre or customer site

Cost

POA - dependant on location.