

ATTACHÉ INTRODUCTION & GENERAL KNOWLEDGE COURSE OUTLINE



An ideal course for new Attaché users. Does not require knowledge of any modules.

Purpose

This introductory course aims to provide participants with the knowledge and skills required to use the basic functions of Attaché including general ledger, suppliers and customers modules.

Target Audience

Participants who would not have used this package previously.

Pre-requisites

Participants should be familiar with the basics of using a PC. Experience with alternative accounting package would be an advantage but not necessary.

Content

- Getting Familiar
 - Understanding the general operation of Attaché
- Master Files
 - Setting up Creditors, Debtors and Product Master files
- Suppliers
 - Purchase Orders
 - Purchase Invoices
 - Creditor Payments
- Customers
 - Sales Invoices
 - Cash sales
 - Returns on unpaid Invoices
 - Partial returns
- Receivables
 - Applying payments
 - Applying payments to multiple invoices
 - Analysing sales
 - Statements
- General Ledger
 - Enter cheque payments
 - Making deposits
 - Reconciling the bank account

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