

## TRIUMPH ACCOUNTING JOB COSTING COURSE OUTLINE



An ideal course for new and existing Triumph Accounting Job Costing users, which does not require prior knowledge of package.

### Purpose

This course aims to provide participants with the knowledge and skills required to use the Triumph Accounting Job Costing Module.

### Target Audience

Aimed at participants who are currently, or intend, using the Triumph Accounting Job Costing Module in the work place.

### 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

- Structure - how job costing integrates with other modules
- System Set Up – control maintenance
- Setting Up
  - Posting Tables
  - Default Cost Centres
  - Job Groups
  - Employee Activities
  - Employee Maintenance
  - Overheads
- Adding a new job
- Adding transactions
  - Timesheets
  - Creditors Invoices/Credit Notes
  - Stock Requisitions
  - Direct Purchase
  - Overheads
- Reports
- Invoicing
- Adjusting and writing off WIP
- Job Quoting
- Time Clock

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