

System Administration: End of Financial Year Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of all aspects of managing the End of Year (EOY) process.
Attendees	Attendees are expected to be familiar with TechnologyOne System Administrator roles.
Course Objective	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none">• Planning for End of Year• Creation of entities for new year• End of Year processing
Course Topics	During this course participants will be given the opportunity to learn: <ul style="list-style-type: none">• Key considerations for planning the EOY process• Creation of Processing Groups and related Ledgers• Areas of housekeeping to consider• Options and consideration for transferring Opening balances into the new ledger• EOY Account Reconciliation processes• EOY BAS processes• EOY Purchasing processes• EOY Fixed Assets processes• EOY Recurring Document checks
Areas not covered in this course	This course does not include basic system or functional features.

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Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	Considerations and Timetable Processing Group and Ledgers <ul style="list-style-type: none"> ● Creating new Periodic Ledgers ● Processing Group Wizard ● Copying Perpetual Ledgers ● Ledger Period Transfer ● Deleting Transactions ● Ledger Statistic Reset ● Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	Housekeeping <ul style="list-style-type: none"> ● Document Files ● Assets processing and posting ● Item Application Finalisation ● Goods Receipts Expense Posting ● Purchase Cards ● Security Categories ● Formats ● Imports ● Related Exercises Purchasing <ul style="list-style-type: none"> ● Accrue Commitments ● Commitment Carry Forward ● Purchasing Locations ● Inventory Systems ● Define Inventory Period ● Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Fixed Assets <ul style="list-style-type: none"> ● Asset Register Date Range Check ● Asset Book Commitments Regeneration Account Reconciliation <ul style="list-style-type: none"> ● Add ledgers in Reconciliation Accounts Taxation <ul style="list-style-type: none"> ● Add Ledgers in BAS Control

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	<p>Travel and Expense</p> <ul style="list-style-type: none"> • Rates Maintenance • Travel and Expense Carry Forward <p>Calendar</p> <ul style="list-style-type: none"> • Generate Periods <p>Recurring Documents</p> <ul style="list-style-type: none"> • Recurring Documents End of Year process <p>Opening Balances</p> <ul style="list-style-type: none"> • Roll over opening Balances <p>System Variables</p> <ul style="list-style-type: none"> • Update System Variables • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:30pm	<p>Checking Processing Group and Period</p> <ul style="list-style-type: none"> • Interfaces and Imports • Payment Types • Formats • Item Application Types • Direct Debit Definitions • Allocations • Purchase Card Systems • Reports • Related Exercises