

Infusion GOLD Training

The GOLD Training course is designed for administration staff, business owners and managers. The course builds on the processing of transactions and information in the previous BRONZE and SILVER courses.

The course covers the key Administration, Cashbook and Financials sections of the software providing users with the knowledge to read and understand the key financial reports.

The course is a practical course covering a wide range of "Practical What if?" situations.

In addition to the Cashbook / Financials, the course also covers advanced set up and configuration of the system together with Stocktake, Management and Reporting.

The aim of the course is to teach staff, owners and managers how to prepare and review timely monthly financial and Management Reports and send the completed data to the accountant at the end of the year.

Financials

- Understanding the Chart of Accounts
- Transaction Journals
- Budget Maintenance and Reporting
- Cash Flow Forecasting
- Profit and Loss and Balance Sheet Reporting
- Sending Data to the Accountant

Cashbook

- Payments Receipts and Bank Transfers
- POS Cash up Balancing and Variances
- Customer Payments and Daily Banking
- Direct Credits
- Downloading Transactions from the Bank
- Bank Reconciliation
- GST Reconciliation

Stocktake

- Preparing and processing regular rolling stocktakes
- Year End Stocktake
- Bin Locations
- Investigation of Product Variances
- Stocktake Scanning to improve accuracy and efficiency

Advanced Administration

- Deleting
- Layouts
- System Reports
- Reindex Data Files
- Emailing
- Import Routines
- Other Functions including Audit Trail
- Layout Changes and Basic Report Writer
- Manage Menu Groups
- Staff Security Management

Month and Year End Processing

- Processing and Reporting for the End of each Month
- Providing your accountant with timely accurate information

System Defaults and Settings

- Defaults, Settings and Configuration Menus - Turning Features and Functions On and Off.