

# SynergySoft End of Year Financials

## Overview

The end of the financial year requires additional tasks to be undertaken to close off the year in SynergySoft, in preparation for the new one. This course will provide details for the various functions required to reset SynergySoft for the new financial year.

Those wishing to take advantage of a refresher would also benefit from attending this course.

## Who You Are

Attendees will need to have:

- Knowledge of SynergySoft
- Fundamental knowledge of computers
- Fundamental knowledge of Microsoft Excel

## Learning Outcomes

1. General Ledger
  - a. General Journals
  - b. GST Parameters
  - c. Accumulated Surplus Account
  - d. Operating Statement Accounts
  - e. Clearing Accounts
  - f. Opening a New Year
2. Payroll
  - a. Leave Accruals
  - b. Wage Accruals



3. Rates
  - a. Assessments with an Excess and a Credit Balance
  - b. Deferment Balances
4. Purchase Orders
5. Loans
6. Receipting
7. Asset Register
  - a. Opening the New Year in Assets
8. Stores
  - a. Reconciliation
9. Reserves
  - a. Opening the New Year

Please note the following separate courses are also available for Finance Officers:

- SynergySoft Finance Fundamentals
- SynergySoft Advanced Financials