

# SynergySoft Finance Fundamentals

## Overview

This course is designed for entry level Finance Officers wishing to obtain a general overview of essential finance functions within SynergySoft.

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 Word

## Learning Outcomes

1. General Ledger & Work Costing
  - a. Account Maintenance Settings
  - b. Explanation of the tiered structure
  - c. Account Enquiry Program
  - d. Trial Balance Reporting
  - e. Posting Period Maintenance
  - f. Banks
2. Officer Maintenance
  - a. Raising standard purchase orders
3. General Journal
  - a. Standard general journal
4. Requisitions & Purchase Orders



- a. Raising Requisitions
- b. Raising standard purchase orders
- c. Raising utility purchase orders
- d. Raising standing orders
- e. Receiving Goods

**5. Trust**

- a. Creating a trust
- b. Raise refunds on trust bonds
- c. Reconciling Trust Module
- d. Reporting

**6. Receipting**

- a. Creation and maintenance of miscellaneous receipt categories
- b. Processing receipts
- c. End of Day Reporting

**7. Bank Reconciliation**

- a. Creating a new bank rec
- b. Undertaking a reconciliation

**8. Stock**

- a. Stock receipts
- b. Stock issues
- c. Fuel issues

**9. Loans**

- a. Creating a loan
- b. Processing loan payments
- c. Reconciling Loan Module
- d. Reporting

Please note this course is for basic knowledge; for more advanced knowledge separate courses are available:

- SynergySoft Advanced Financials
- SynergySoft End of Year Financials

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w. [readytech.io/training-program](http://readytech.io/training-program)