

## AS-Accountant course structure

### Lesson 1

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- Meaning of the system
- First access to the system
- Short introduction with Accounting, Payroll, Fixed assets subsystems
- How to use system help
- Working list of Accounting subsystem
- Meaning of toolbar and principles of work. Quick access keys
- How to work with calendar and entered fields
- How to work with Folder type windows
- Company data entry
- How to fill out terms
- How to work with directories
- Editing Chart of accounts directory

### Lesson 2

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- Entry of accounts beginning balances
- Forming partner and partner group directory and partners' beginning balances entry

### Lesson 3

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- Material values, Groups of material values, Warehouses and Measurement units, forming directories and editing
- Currencies, Exchange rates, Banks, Settlement accounts in the bank and forming and editing Expressions directories
- Editing and forming Accounts correspondences directories
- Meaning of Standard transactions, Formulas and Reports formation directories

### Lesson 4

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- Principles of working with documents. Working with tables in the document
- Journal of documents. meaning and working principles
- How to fill out and register Memorial order and Received services documents.
- Cash assets documents
  - *How to fill out and register Payment orders, Cash-in orders and Cash-out orders documents*

## Lesson 5

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- Material values documents
  - How to fill out and register invoice document
- Accounting of material values and beginning balances entry
  - *How to fill out and register Warehouse order entry, Distribution of extra expenses, Order out of warehouse, Transfer of material values, Gathering of material values, Material values inventory and revaluation documents*
- Specifics of work with material values documents

## Lesson 6

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- Documents of currency transactions, accounting of currency articles
  - *How to fill out and register Currency conversion, Account revaluation and Partner's account revaluation documents*
- Principles of work with reports. Meaning of dialogue-windows
- Meaning and development of Balances, Turnover, T-account and Journal of transactions reports
- Meaning and development of partners' reports
  - *Balances, Turnover, T-account and Journal of transactions*
- Material values reports. Importance and development of material values reports
  - *Reference about availability, Working ledger, T-account and Journal of transactions*
- Journal of material values documents. Importance and working principles
- Financial and other supplementary reports
  - *Financial reports*
  - *The use of sent reports*
  - *Importance and development of reports in implementation stage*
  - *Library of report types*
- Standard transactions
  - *Work with standard transactions directory. Principles of standard transactions development and use.*

## Lesson 7

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- Working list of payroll subsystem
- Terms
  - *Editing payroll calculation terms*
- Editing and development of directories
  - *Employees, subdivisions, Positions, Professions and Communities*
- Wage calculation, Vacation pay calculation and Insurance benefit calculation

## Lesson 8

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- Importance of list of employees folder and working principles
- Importance and development of reports
  - *Calculation sheet, Summary data, Advanced reporting and calculating data*
- Creating and printing salary payments sheets.
- Creation of reports for income tax.
- Creation of social insurance report
- How to fill out personal account opening form and title page, individual report and title page
- Formation of information about legal entities paid income
- Formation of working hours calculation reference

## Lesson 9

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- Working list of fixed assets subsystem. Editing terms
- Directories
  - *Fixed assets, FA types, Editing and Formation of structural subdivisions directories*
- FA journals
  - *Importance and working principles of the following folders-fixed assets not put into commission, Fixed assets put into commission, Fixed assets out of commission and fixed assets written-off*

## Lesson 10

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- Transactions
  - *Introduction and registration with Fixed assets Acquisition, fixed assets put into commission handover certificate, Re-commissioning, Rebuilding, Revaluation, Partial liquidation, Disposal and FA inventory*
- Reports
  - *Importance and formation of the following journals-FA journal of transactions, Reference according to catalogue, FA turnover opened based on transactions, Reference about FA depreciation, Reference about FA depreciation according to department and Materially liable person and Reference according to transactions*

## Lesson 11

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- Accounting of short-life items and beginning balances entry.
- How to fill out and register acquisition and putting into commission short-life items, Short-life items putting into commission, Short-life items internal transfer and Short-life items liquidation
- Short-life items reports
  - *Reference, Working ledger and Journal of transactions*
- Work with admin tools

- *Data protection and archiving*
- *Users and permissions*
- *Working with databases*

## **Lesson 12**

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- AS-InternetBank
  - *Presentation of remote control measures of customer bank accounts*
  - *Presentation of AS-InternetBank system functions*
  - *Exporting payment orders from Accounting subsystem to AS-InternetBank system*
  - *Exporting pay sheets from Payroll subsystem to AS-InternetBank system*
  - *Importing transfers via settlement accounts from AS-InternetBank system into AS-Accountant system*