



Figaro Bank Reconciliation

About the course

The purpose of this course is to provide delegates with an overview of the Figaro Bank Reconciliation functionality and with the practical knowledge to maintain and reconcile a Bank account. The course is based on everyday scenarios and includes a hands-on element using a generic FIGARO system.

Course Objectives

On completing the course, the successful delegate will be able to:

- Create a Bank Account header record
- Enable a Bank Account for Bank Reconciliation
- Set up a Brought Forward Balance on a Bank Account
- Manually key a Bank Statement
- Run a Bank Reconciliation Index
- Print a Bank Reconciliation and understand the data shown
- Match / Un-match items on the Bank Account and Bank Control Account
- Maintain the Unpresented Cheques list

Who should attend the course?

- This course is designed for Cashiers who already possess a basic knowledge of FIGARO Back Office and a good understanding of Figaro Accounts.
- It is suitable for both new users and those experienced users who have learnt on the job and want to fill gaps in their knowledge.

Course Prerequisites

- Delegates should have attended the Figaro Accounts Overview course.

Course Content

Part 1: Overview & Configuration

- Figaro Bank Reconciliation Overview
- Bank Account Headers
- Set up Bank Account for Reconciliation
- Brought Forward Balances

Part 2: Maintenance & Reconciliation

- Keying Bank Statements
- Bank Reconciliation Print
- Bank Reconciliation Matching
- Issue Resolution

Course Details

- Duration: 2 hours
- Course booking reference: **FIGARO0NN8**

Course Venues

Courses can be held at our fully equipped training facilities in London (details below) or delivered on your premises

- JHC Plc, Ground Floor West, Cottons Centre, Cottons Lane, London SE1 2QG

Contacting JHC Plc

For information on booking this course please contact our training department:

- Ph. 0207 367 6534
- Email: training@jhc.co.uk

