



FIGARO BACK OFFICE

Accounts Overview

About the course

The purpose of this course is to provide delegates with a general understanding of the account structure and posting methods within Figaro as well as a practical application of incepting accounts, entering journals and displaying relevant information. 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 where relevant, will be able to:

- Incept new accounts
- View Batch Codes
- Enter Journal Batches
- Enter Non-Journal Batches
- Display/Print: Batches, Statements, Account Enquiry and Open Items
- Manually close down Open Items
- Run all standard account error reports

Who should attend the course?

- This course is designed for Cashiers who already possess a basic knowledge of FIGARO Back Office.
- 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 basic knowledge of MS Windows.

Course Content

Part 1: Account Structure & System

- Overview of Accounts & Accounts Postings
- Accounts Menu
- Batch Codes
- Incept New Accounts
- Copy Accounts for Additional currencies

Part 2: Keying & Display

- Enter Journal Batches
- Enter Non-Journal Batches
- Display: Batches, Statements and Account Enquiries
- Open Items
- Error Reporting

Course Details

- Duration: 1 Day
- Course booking reference: **FIGARO66C8**

Course Venues

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

- JHC LLP, 3 More London Riverside, London SE1 2AQ

Contacting JHC Plc

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

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