



# Arrow Financials Period End / Year End Procedures

## Course Description:

This course is designed accommodate Arrow Users with the tools to perform Period End and Year End processes for all modules.

## Topics Covered:

### Morning Session:

- Preparation
  - Re-Index (Dataflex Only)
  - System Auditor
- Cashbook
  - Bank Reconciliation
  - Processing
  - Reports
  - Reconciling to General Ledger
- Debtors
  - Processing
  - Reports
  - Statements
  - Reconciling to General Ledger
- Creditors
  - Processing
  - Reports
- Reconciling to General Ledger
  - GST Reconciliation
  - Purchase Orders
  - Reconciling Purchase Order Clearing Account
  - Clear Orders
  - Reconciling to General Ledger
- Stock
  - Processing
  - Reports
  - Reconciliation to General Ledger

### Afternoon Session:

- Payroll
  - Processing
  - Reports
  - Reconciling to General Ledger
- Job Costing
  - Processing
  - Reports
  - WIP to General Ledger
  - Reconciliation to General Ledger
- Bill of Materials
  - Clear Completed Orders
- Fixed Assets
  - Depreciation Schedule
  - Reports
  - Reconciling to General Ledger
- General Ledger
  - Processing
  - Reports
  - Closing the Periods
- Morning Tea / Lunch / Afternoon Tea
- Training Notes

