HandiSoft Learning Catalogue

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Welcome!

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- Course Outlines.
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HandiSoft Training

About, Delivery Methods, and Modules

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About HandiSoft Training

HandiSoft training covers a wide range of topics and modules, designed to build your skills and keep you informed of changes in the Accounting world.

Whether you are a new or experienced user, there are training options to suit your needs!

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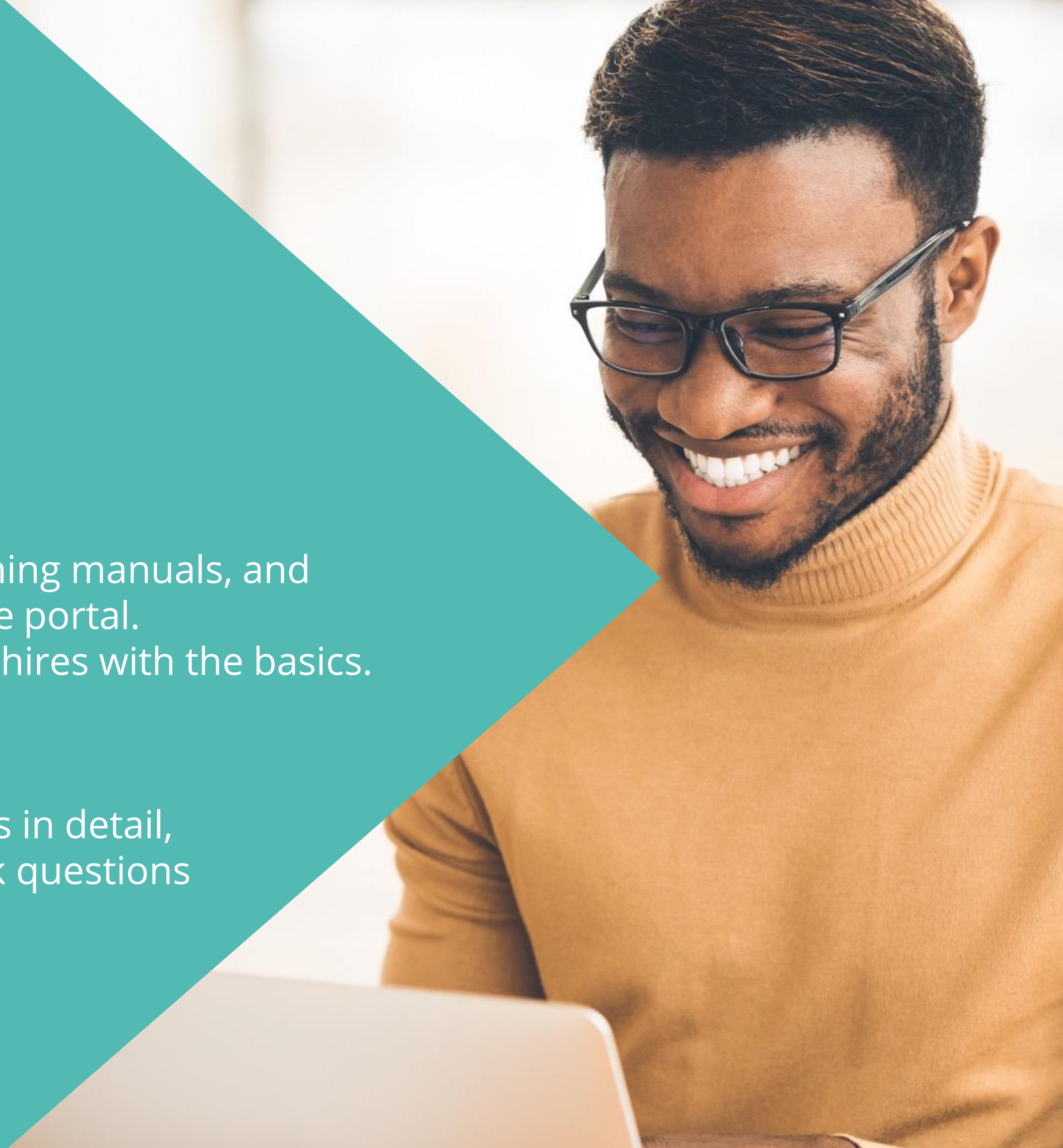
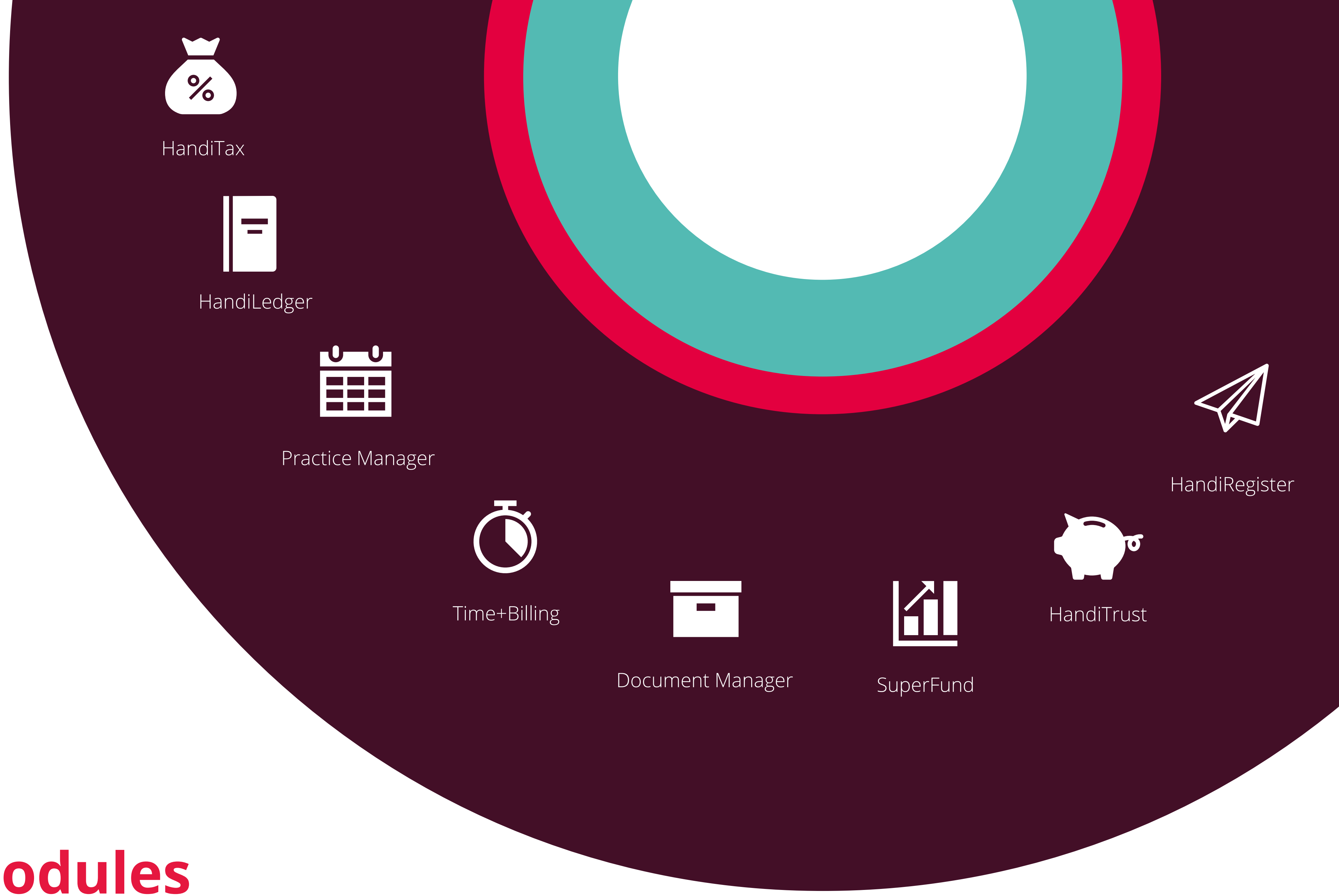
Delivery Methods

eLearning
Options include self-paced on-demand videos, training manuals, and recorded webinars delivered via our Training Online portal.
Ideal for learning new concepts or to acquaint new hires with the basics.

eSeminars
Our eSeminars allow attendees to investigate topics in detail, engage directly with subject matter experts and ask questions in a presentation environment.





HandiSoft Modules

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Course Outlines

HandiSoft eLearning Courses

Course Outline | HandiTax eLearning

HandiTax eLearning

This eLearning course includes over 30 video snippets, introducing you to the features of HandiTax.

Topics include:

- Configuration.
- Navigation.
- Function keys and shortcuts.
- Adding a client.
- Preparing a tax return.
- Data entry including salary and wages, capital gains, rental statement, depreciation worksheet, PAYG and HECS and trust distributions.
- ATO Pre-fill.
- Correcting errors.
- Lodging tax returns.
- Reporting.
- Asset Pooling.
- Company returns.
- Activity Statements.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1.5 hours.

Course Outline | HandiLedger eLearning

HandiLedger eLearning

This eLearning course includes over 25 video snippets, helping you get the most from your HandiLedger module.

Topics include:

- Setting up clients.
- Understanding Account Ranges.
- Chart of Accounts.
- Entering comparative data.
- Entering bank statements and journals.
- ASCII Import - BankLink.
- Entering recurring transactions.
- Transactions and ledger entries.
- Running trial balances and correcting errors.
- Suspense account.
- Recording stock.
- Depreciation (including asset pools and automatic journal).
- Activity Statements.
- Reporting.
- Closing a year.
- Divisional and Branch accounting.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1.5 hours.

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Course Outline | Practice Manager eLearning

Practice Manager eLearning

This eLearning course is an introduction to the Practice Manager and Jobflow Manager modules.

Topics include:

- Practice Manager navigation.
- View customisation.
- Client notes.
- Additional databases.
- Creating clients, user information and offices.
- Deleting and resigning users.
- Changing client types.
- Diary customisation and events.
- To do lists.
- Transferring to Time+Billing.
- User diaries and group planner.
- Leave set up and annual leave planner.
- Event reports.
- Mail merging.
- Practice Manager security.
- Jobflow Manager functionality.
- Jobflow Manager resource allocation.
- Jobflow Manager and Time+Billing integration.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
2 hours.

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Course Outline | Time+Billing eLearning

Time+Billing eLearning

This eLearning course includes over 25 video snippets, introducing you to the features of Time+Billing.

Topics include:

- Configuring Time+Billing.
- Creating client jobs.
- Entering time slips.
- Processing timesheets.
- Viewing and editing posted timesheets.
- Processing disbursements.
- Maintaining the WIP Ledger.
- Viewing and finalising a temporary invoice.
- Invoicing the billing client.
- Creating an interim invoice.
- Creating a no WIP invoice.
- Processing receipts.
- Maintaining the Debtors Ledger.
- Preparing statements.
- Reporting.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1.5 hours.

Course Outline | Document Manager eLearning

Document Manager eLearning

This eLearning course is an introduction to the Document Manager module.

Topics include:

- Navigation.
- Customising the view.
- Filing cabinet, drawer and folder structures.
- Firms, prospective and user filing cabinets.
- Adding documents into Document Manager.
- Microsoft Office add-in.
- Naming conventions.
- Creating a new document.
- Mail merging.
- Mail merging from HandiTax.
- Saving documents from other HandiSoft applications.
- Collating and emailing documents.
- Network and local scanning.
- Auto-filing using OCR (optical character recognition).
- Documents tab in Practice Manager.
- Saving, searching, and sharing documents.
- Reporting and advanced functionality.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1 hour.

Course Outline | SuperFund Self Study Package

SuperFund Self Study Package

This manual includes over 25 video snippets, helping you get the most from your HandiLedger module.

Topics include:

- Setting up clients.
- Understanding Account Ranges.
- Chart of Accounts.
- Entering comparative data.
- Entering bank statements and journals.
- ASCII Import - BankLink.
- Entering recurring transactions.
- Transactions and ledger entries.
- Running trial balances and correcting errors.
- Suspense account.
- Recording stock.
- Depreciation (including asset pools and automatic journal).
- Activity Statements.
- Reporting.
- Closing a year.
- Divisional and Branch accounting.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1 hour.

Course Outline | HandiTrust Self Study Package

HandiTrust Self Study Package

This manual is an introduction to the HandiTrust module.

Topics include:

- Navigating HandiTrust.
- Selecting the ruling body.
- Creating the firm.
- Setting up the bank account.
- Entering client and firm opening balances.
- Creating authorities.
- Journals.
- Client receipts.
- Service fees.
- Client payment.
- Setting up EFT.
- ATO Refunds.
- Client cards and firm payments.
- HandiTax assessment notice.
- Front cover defaults.
- Creating an ABA file.
- Bank reconciliation.
- Reports.
- Customising letters and letterhead.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1 hour.

Course Outline | HandiRegister Self Study Package

HandiRegister Self Study Package

This manual is an introduction to the HandiRegister module.

Topics include:

- HandiRegister navigation and setup.
- Menu options.
- Adding a company.
- Forms 362, 429 and RA 71.
- Lodging and deleting forms.
- Adding and resigning a director.
- Merging individuals.
- Changing addressees.
- ASIC Reports and Invoices.
- Annual company statements.
- HandiRegister reports.
- Minutes.

Target audience
New users.

What do you need to know
Attendees should have an existing understanding of accounting principles.

Delivery method
This is an online training course delivered via the Training Online portal.

System requirements
Internet access and audio capability.

Duration
1.5 hours

Additional Training Options

Tips and Tricks Webinar

A one hour recorded webinar providing tips and tricks for accountants new to HandiLedger, including:

- Adding a new entity.
- Customising the chart of accounts.
- Data entry methods including BankLink.
- Troubleshooting and correcting errors.
- Reporting options.
- Adding documents.

BankFeeds eLearning

A complimentary presentation of the Bankfeeds module, including:

- Using search terms.
- Activating and deactivating accounts.

Flexible Report Writer

This one hour recorded webinar introduces you to Flexible Report Writer, which is the structured programming language responsible for producing the reports that you see in HandiLedger.

Systemising your Accounting Practice

This one hour recorded webinar will help you become comfortable with the basic functions of Document Manager, so you can improve your practice processes, including:

- Using Document Manager to store and maintain documents.
- Creating and distributing mail merge documents.
- Locating documents within Document Manager.

Workpapers eLearning

A one hour recorded webinar demonstrates the functionality of Workpapers and templates, looking at the data workflow, form status, and cross-referencing information.

A one hour eLearning course introducing users to the functionality of the Workpapers module, including:

- Understanding the Workpapers screen.
- Completing forms within Workpapers.
- Attaching supporting documentation.
- Removing unwanted forms from an entity.
- Updating the status of a Workpaper.
- Finalising documents.
- Setting up templates.

Additional Training Options

Client Portal Webinar

Client Portal allows users of Document Manager to grant their clients online access to upload and download documents, data files, and reports.

This hour long webinar recording will show you how to enable and use Client Portal, including:

- Introduction to Client Portal.
- Enabling a client to use Client Portal.
- Share documents.
- Requesting and managing client signatures.
- Reporting.
- Portal viewing and saving documents from the Client Portal.

Invoicing Webinar

This hour long recording introduces you to all the invoicing features of Time+Billing, including:

- Setting credit card fees.
- Creating invoices.
- Viewing and finalising a temporary invoice.
- Invoicing a billing client.
- Creating interim invoices and Fee Schedules.
- No WIP invoices.
- Processing a receipt.
- Viewing the debtors ledger.

Jobflow Integration Webinar

A one hour recorded webinar demonstrating how to set up budgets for a job in Jobflow Manager, and then allocate time against the job in Time+Billing. The presentation covers the additional functionality in Time+Billing that allows the module to track time against a job.

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Tax and Productivity eSeminar

Our most popular event for accountants, and a critical component to optimise your compliance work for tax time.

Our annual eSeminar covers changes in tax legislation, along with the supporting HandiSoft enhancements.

You will also discover productivity tips related to HandiSoft modules.

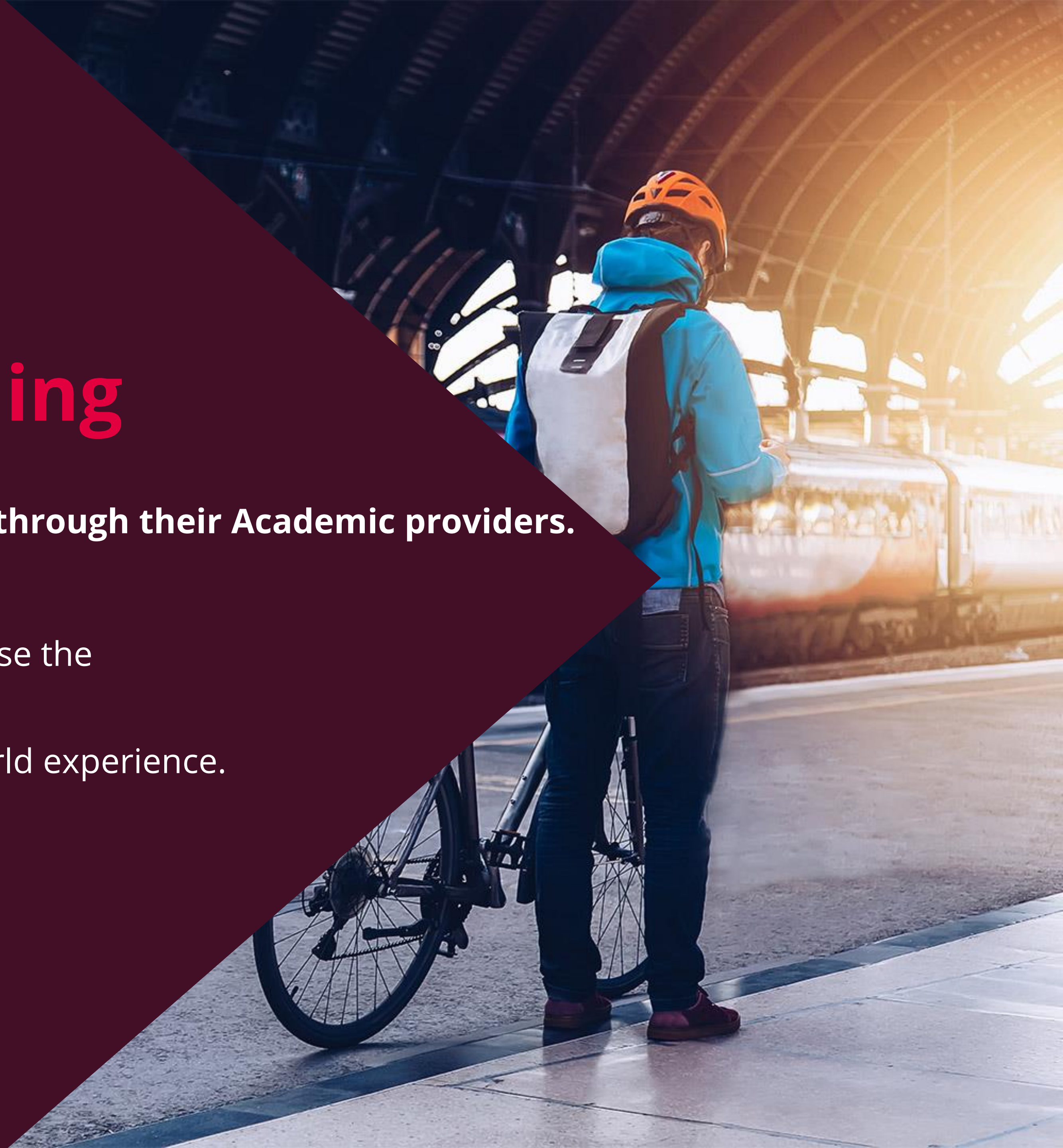
Academic Student Training

Eligible students can receive free access to HandiTax through their Academic providers.

Benefits to Students:

- Become more employable as thousands of practices use the HandiTax.
- Use HandiTax in studying scenarios, providing real world experience.

Apply



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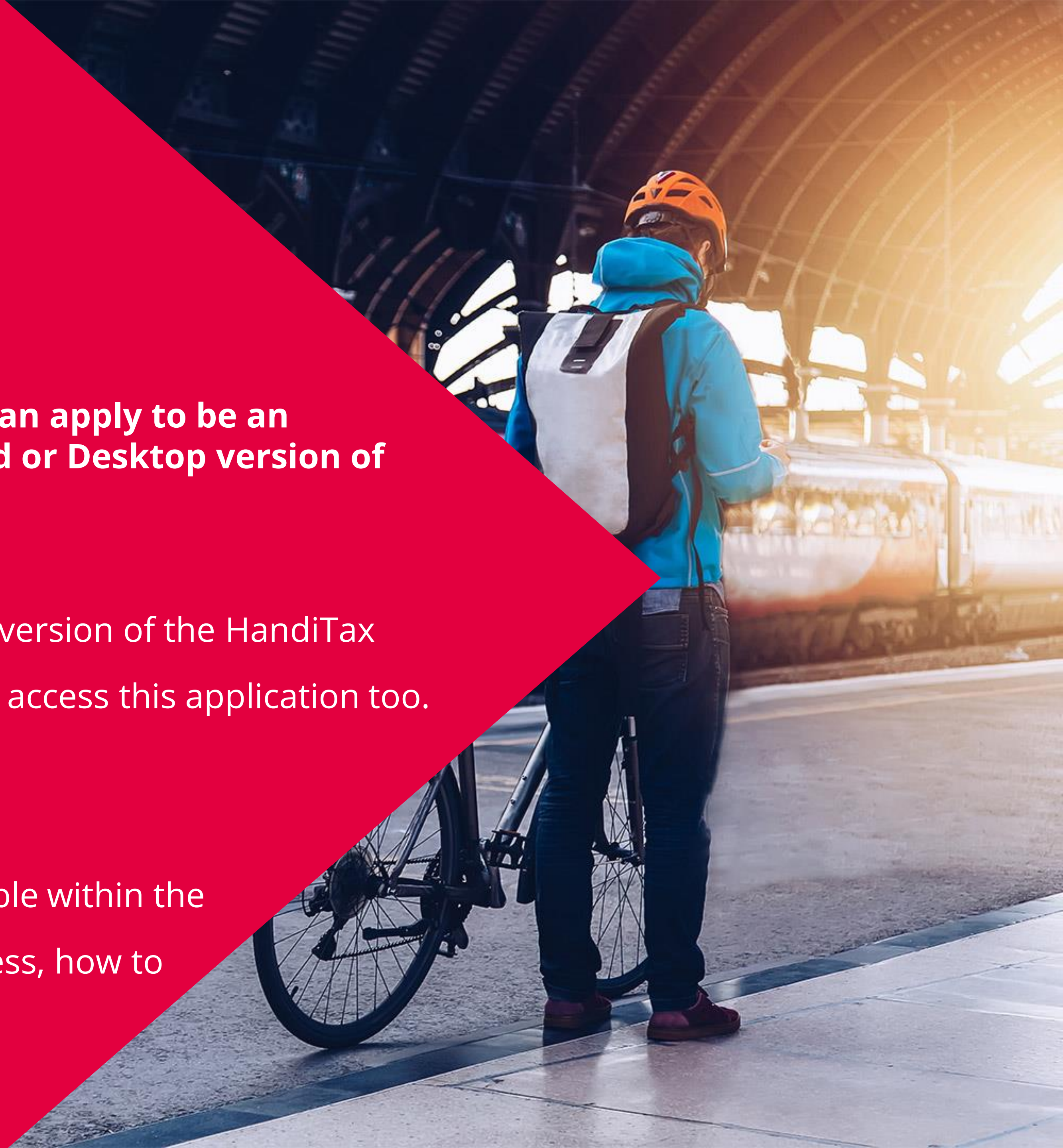
Academic Clients

Academic institutions (RTOs, Universities, Tafes etc.) can apply to be an Academic Client and gain access to the HandiTax Cloud or Desktop version of HandiSoft applications.

Benefits:

- You will be provided with access to a Cloud or Desktop version of the HandiTax application, allowing students enrolled into your course to access this application too.
- You can enrol up to 250 students into your application.
- Renewal occurs once a year as a one-off payment.
- All eLearning and troubleshooting resources are available within the application to assist with logging in, allowing students access, how to navigate and more!



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Purchase Options

Purchase Online

Standalone

Training per module.

Purchase individual eLearning modules to access the modules as and when you need it.

These modules may be a blend of one or many videos, webinars and/or quick guides.

Access period: 12 months.

SuperBundle

Best value for money!

Invest in the SuperBundle to gain access to our eLearning modules. This comprehensive learning package allows you and your team to have access to on demand training across the HandiSoft suite.

Access period: 12 months, renewable each year.

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Purchase Options

Purchase Online

Success Series

Best value for money!

Invest in the Success Series to gain access to our eLearning modules and two hours of software configuration*. This comprehensive package allows you and your team to consume training across the HandiSoft suite.

Access period: 12 months, renewable each year.

*Configuration consultation will only be provided for three months after purchase of this package. Access to eLearning modules will be for 12 months.

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Purchase Options

Purchase Online

Value Packs

1-2 User HandiTax Value Pack allows 12 month access to HandiTax eLearning materials plus one hour of software configuration.

1-2 User HandiTax and HandiLedger Value Pack allows 12 months access to HandiTax and HandiLedger eLearning plus one hour software configuration.

HandiTrust Value Pack allows 12 month access to HandiTrust eLearning materials plus one hour of software configuration.

HandiRegister Value Pack allows 12 month access to HandiRegister eLearning materials plus one hour of software configuration.

Advanced Client Portal Value Pack allows 12 months access to Client Portal eLearning materials plus two hours of software configuration and customisation.

All Rounder Value Pack allows 12 months access to HandiTax, HandiLedger, Document Manager and Client Portal eLearning materials plus two hours of software configureation.

Please note that all configuration consultations are available for up to three months after purchase only.

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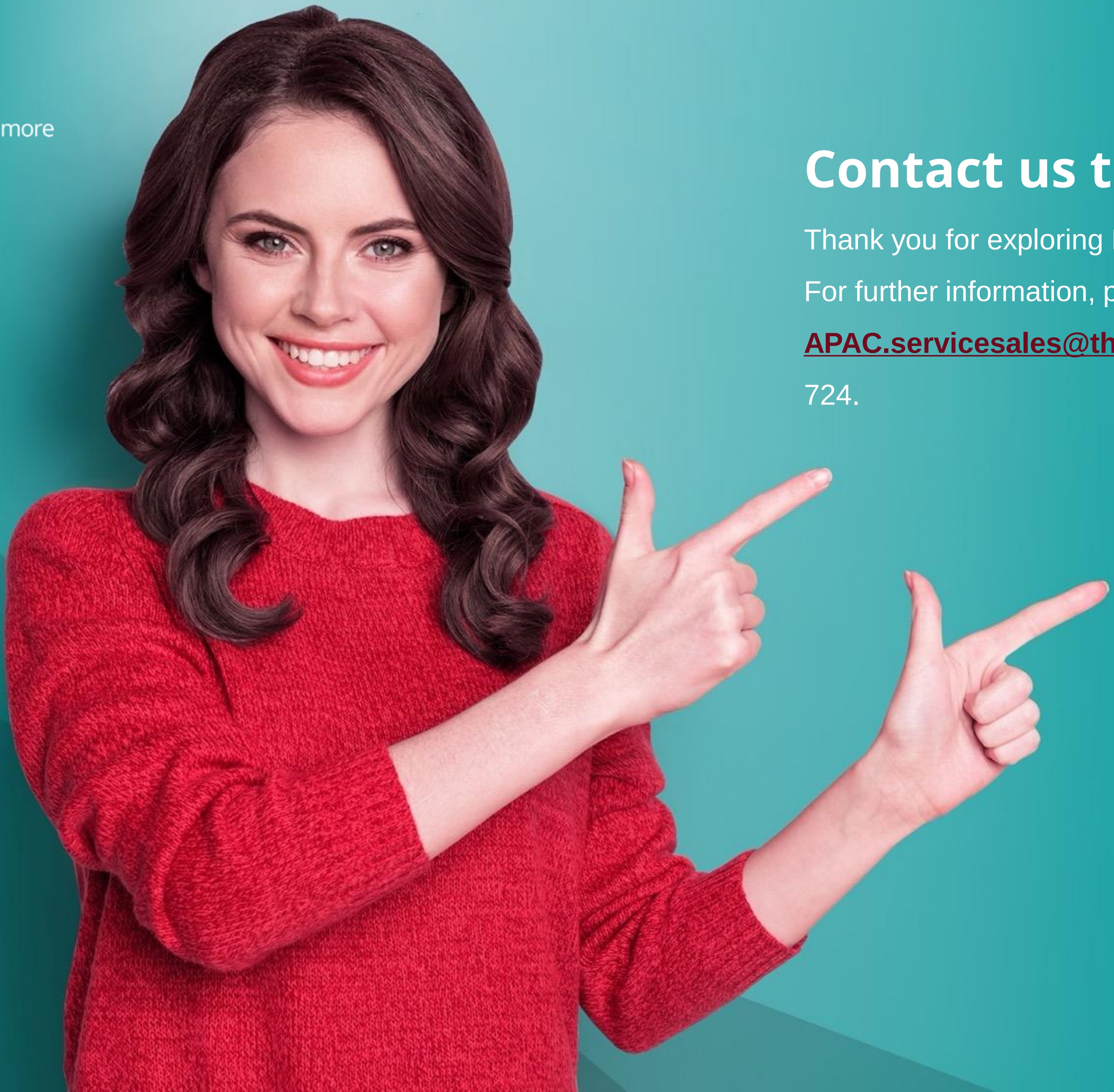

Contact us today!

Thank you for exploring HandiSoft Learning.

For further information, please contact

APAC.servicesales@theaccessgroup.com or call 1300 624 724.

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