

Lexis Affinity End of Financial Year

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1 hour

Course Outline:

The Lexis Affinity End of Financial Year online seminar is designed to assist Lexis Affinity users to navigate the steps and processes required to roll over to the forthcoming financial year.

The content of the course will incorporate the following:

- Preparation for Year End
- Employee, Client & Matter rates
- Employee budgets for next financial year
- General Ledger budgets for next financial year
- General Ledger drivers
- Unallocated debtors
- Matter write-offs
- Trust balances & transfers
- Bank account reconciliation

The Year-End Process

- Steps to take immediately prior to Year End being run
- Running the Year End
- Steps to take immediately after the Year End is run

What to do After the Year End is Run

- Locking dates
- Processing Balance Day Adjustments and back dating entries
- Revaluation of WIP on fees dated prior to start of new financial year
- Year End and System Check errors and warnings
- Transaction reversals

Benefits of Attending

Gain an understanding of the Year End process in Lexis Affinity

Gain an understanding of the preparation required prior to closing the financial year in Lexis Affinity

Course Delivery

The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.

Audio will be accessed by dialing our conference facility.