



## Forecast 5 Essentials Training Course

**BOOK NOW!**

SPACES ARE LIMITED

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### When:

Friday 17<sup>th</sup> August 2018

### Where:

Online

### Duration:

9:00am – 4:00pm

### Price:

\$450 + GST per attendee. Book 2 or more people from the same company and receive a discount.

Forecast 5 Training Course goes towards Accountant CPD hours.

### Objectives:

The Essentials training course is perfect course for the new users of Forecast 5 to build their skill and learn the quickest and best practice in the preparation of your budgets. Understand how you can use Forecast 5 to suit you, your business, your clients and how to use this powerful tool better. Your confidence in using Forecast 5 will skyrocket after this training course!

### What the course will cover:

#### Session One:

Creating a Forecast Settings  
Record Parameters  
Annual Profile  
Currency  
GST PAYE

#### Session Two:

Sections  
Records  
Record Properties

#### Session Three:

Deferred Opening Balances  
Preparation for Opening Balances  
Entry of the Opening Balance Sheet

#### Session Four:

Entry – P & L Records

#### Session Five:

Data Entry – Balance Sheet Records

#### Session Six:

Main Bank Account  
Additional Bank Accounts  
Tax  
Dividends

#### Session Seven:

What If  
Changing the Extent of a Forecast  
Handling Actual Figures

