

Beginning Accounting Training

The Beginning Accounting course covers the basic usage of the Accounting software systems. This is a great class for beginners or for current users needing a refresh of the basic software functionality, including new features that have been added in our recent software updates.

In addition to the course topics, attendees will have opportunities to ask questions and interact with other Lindsey Software clients. These training sessions are a great opportunity to meet your user community and discuss how you are utilizing your software.

Tenant Accounts Receivable / Receipt System: This training will detail the correct steps to manage a tenant's balance. Learn to create charges as well modify a tenant's account with debit and credit memos. Collection loss (write offs), creating formal agreements, and automatically creating late charges are all included. Users will acquire an in-depth knowledge of not only how to use Accounts Receivable, but how their daily work is being reported to the fee accountant.

Learn how Accounts Receivable works with Receipt System. The training will detail the proper steps to accept collections from tenants, void receipts, reprint receipts, and perform a daily checkout to supplement the daily bank deposit.

Course Time: *Tuesday 8:30 am – 4:30 pm, Wednesday 8:30 am – 12:00 pm*
Cost: *\$225.00*

Fixed Assets / Excess Utilities: Learn how our system will track the equipment by unit, by account, by date installed, etc. in Fixed Assets. You will learn how to Acquire, Depreciate, Transfer, and Dispose your assets. In Excess Utilities, learn how to use the meter reader to keep track of your tenant's excess utility consumption. Learn how to generate consumption reports and how the system charges for the excess amounts. Learn how both of these modules tie in with Tenants Accounts Receivable.

Course Time: *Wednesday 1:00 pm - 4:30 pm*
Cost *\$75.00*

Accounts Payable: Learn how to properly generate the Section 8 invoices and print checks. See how to use Direct Deposit to pay your landlords and email them their HAP payment stub. Learn how to use the Debit Memo option to recapture over payment to a landlord from a previous month. In-depth review of the reports available in A/P. Learn how to edit the vendor accounts for your general payables and pre-code them with the bank account and expense accounts that you use when creating invoices to pay these vendors. Learn how to use time saving techniques to speed up your check writing.

Course Time: *Thursday 8:30 am - 12:00 pm*
Cost: *\$75.00*

Thursday - Bank Account Manager: Learn how to reconcile your checks to your bank statement and see how the system automatically generates a report showing the total amount of open and reconciled checks for the month. What do you do when your bank clears a check for an amount different from what you actually wrote the check for? Need to record deposits or bank service fees? Has your agency started to use debit cards for maintenance fuel or material costs? We will show you how to enter it all.

Course Time: *Thursday 1:00 pm - 4:30 pm*

Cost: *\$75.00*