



Relate Accounts Production Training Course

Learn to be a RAP Professional

relate
software



Please find enclosed the details you requested in relation to our Training Course.

Our training course for all users is designed as a hands on tutorial led experience, which once completed will allow you to carry out all of your work with added confidence.

To get the best return from your software investment and to improve staff efficiency we would recommend that you attend one of our training courses.

‘Learn to be a RAP Professional’

- Extensive tutorial based manual
- Trainers selected from our support team, experts in Relate Accounts Production
- Lunch included
- Modern classroom facilities
- Small groups (Maximum of 9 people)

This course is run every second Thursday from 9:30 to 17:00 in our offices in Dublin 24.

The full training course fee is **€395 per person** (VAT Exempt).

To book visit www.relate-software.com or email training@relate-software.com

Terms & Conditions

Rescheduling:

There is a minimum of 5 confirmed attendees on the course in order for it to go ahead. If cancelled, you will receive an email at least 72 hours prior to the date of the course notifying you of the cancellation. You will then receive a phone call from one of our team re-scheduling the training course with you.

If you need to cancel we will endeavour to reschedule your training initially, however if it is not possible to reschedule and you need to cancel, these are the related charges:

Less than 7 days notice there will be no refund of fees

Greater than 7 days notice but less than 14 days notice then you will receive a 50% refund (€97.50)

Greater than 14 days notice you will receive a full refund (less an administration fee of €25)



Detailed Course Content

TUTORIAL 1 – Creating New Clients and Accounts

Clients and Accounts, Importing Data, Unconverted Codes. Account Settings: General, Cost Centres and Dates (Period & Changing Financial Reporting Period).

TUTORIAL 2 – Nominal Ledger

The Nominal Ledger, Drilling down, Nominal Codes: Creating new codes and editing existing codes, Comparatives, the FRS 102 Transitional Tool and Nominal Reporting Groups.

TUTORIAL 3 – Journals

Posting Single Line Journals, Multiple Line Journals, Accruals and Prepayments, the Trial Balance: Printing and Formatted.

TUTORIAL 4 – Compliance Database

The Compliance database, Client Details, Production Information, Reporting Parameters, Presentation, Directors Report and Other Note Information.

TUTORIAL 5 – Producing Accounts

Producing the accounts, Exporting to Word, Pages, Status, Periods, Cost Centre Analysis, Produce Pages and Check Brought Forward Balances.

TUTORIAL 6 – iXBRL

Producing iXBRL Accounts

TUTORIAL 7 – Bookkeeping

Settings, VAT Setup, Creating Customers and Suppliers, Posting an Invoice, Posting Payments and Receipts, Allocations, the Ledger Card, the VAT Return and the Bank Reconciliation.

TUTORIAL 8 – Fixed Asset and Loan Registers

The Fixed Asset Register and the Loan Register.

TUTORIAL 9 – Working Papers

Working Papers, Relate Working Papers, Layout, Settings, Lead Schedules, Checklists and Documents.

TUTORIAL 10 – Utilities

Recalculation, Backup, Restore, Check-In and Check-Out

TUTORIAL 11 – Year End

Year End



Course Schedule

From	To	Duration	Module
		Mins	
09:30	09:40	10	Welcome & Introduction to Trainer, Relate Software + Support
09:40	10:10	30	Creating New Clients and Accounts
10:10	10:30	20	Nominal Ledger
10:30	10:50	20	Journals
10:50	11:05	15	COFFEE BREAK
11:05	11:50	45	Compliance Database
11:50	12:20	30	Producing Accounts
12:20	12:30	10	iXBRL
12:30	13:15	45	Bookkeeping
13:15	13:45	30	LUNCH
13:45	14:15	30	Fixed Asset and Loan Registers
14:15	14:45	30	Working Papers
14:45	15:15	30	Utilities
15:15	15:30	15	Year End



Reviews

What our customers are saying.

"Really impressed by the trainer today, a very knowledgeable trainer + I felt well informed after."

FAH Chartered Accountants: Fiona Hickey

"Trainer very knowledgeable of the software and accounting legislation"

24/7 Accounts: Kate O'Carroll

"Hands on training experience very good. Trainer was very patient"

AMD Accounting: Diani Jonker

"Very professional and clear at explaining"

Mara Young & Co: Lori Dilinci

"Didn't realise that there was so much to learn & so much functionality with Relate. Very clever package"

Mara Young & Co: Deirdre O'Reilly



Frequently Asked Questions

- How long is the course?

The Course is a 1 day Course and it starts at 9:30am and finishes at approximately 17:00pm (dependent on the optional modules being covered)

- What is the course fee?

The full training course fee is €395 per person. This Training is VAT Exempt. Fees may be paid by Visa Debit, Credit Card, Cheque or Bank Transfer.

- When does the course run?

The Course is run every second Friday (minimum quota of 5 people)

- Do I need to purchase any materials or books for this course?

No, all required course materials are included in the course fee

- How many people are there in each class?

The Course is run in small groups, with a maximum of 9 people

- What do I need to do if I cannot make it to the course?

It is best to reschedule your training as soon as possible, you can do this by contacting us by phone on +353 1 459 7800 or by sending us an email to training@relate-software.com

However if it is not possible to reschedule and you need to cancel, these are the related charges:

- Less than 7 days notice there will be no refund of fees
- Greater than 7 days notice but less than 14 days notice then you will receive a 50% refund (€97.50)
- Greater than 14 days notice you will receive a full refund (less an administration fee of €25)

- Where is the course held?

The course is held at the Surf Accounts offices at Unit D6 South City Business Park, Whitestown Way, Tallaght, Dublin 24. There is ample free parking.

Public Transport: If you are coming by public transport the location is serviced by bus routes 77a & 65b or by the Luas, which is a 20 min walk from Tallaght stop on the Red Line.

