

Relate Accounts Production – Training Course Brochure

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 Relate Accounts Production software investment and to improve staff efficiency we would recommend that you attend our training course.

Benefits

- Online training facilities
- Extensive tutorial based manual to download
- Trainers selected from our support team – experts in Relate Accounts Production

The course is ran every second Thursday from 09:30 – 16:00. All courses are now being ran online using Go-To Training. This site gives our customers easy access to our training courses, just click on the link you receive, register your details and your ready to join the training.

The training course fee is €295 (VAT Exempt). To book visit <https://www.relate-software.com/rap-online-booking/> or email training@relate-software.com.

Terms & Conditions

There are **NO** refunds offered on training.

Rescheduling:

If you need to Reschedule the course you can email training@relate-software.com and they will advise you of the next available dates for the Relate Accounts Production course.

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 then we can offer you Credit for the amount paid for training.

Course Content

TUTORIAL 1 – Creating New Clients and Accounts

Clients and Accounts, Importing Data, Unconverted Codes, Accounts Settings: General, Cost Centres and Dates [Periods & 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, 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 Mins	Module
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
15:30	16:00	30	Q&A

Frequently Asked Questions

1. How long is the course?

The course is a 1 day course and it starts at 09:30am and finishes at approximately 16:00pm.

2. What is the course fee?

The full training course fee is €295 per person. This training is VAT Exempt. Fees may be paid by Visa Debit, Credit Card or Bank Transfer.

3. When does the course run?

The course is ran online every second Thursday.

4. How do I book the course?

To book the course you can go to <https://www.relate-software.com/rap-online-booking/> and use the booking calendar to select your dates and book and pay for the course or you can call us on 01-4597800 or else email training@relate-software.com.

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

No, all required course materials are included in the course fee, you receive a PDF copy of the training manual to download before the course starts.

6. 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 01 4597800 or by sending us an email to training@relate-software.com.

7. Where is the course held?

All courses are now being ran online using Go-To Training. This site gives our customers easy access to our training courses. Once you are booked onto the training you will receive an email from training@relate-software.com the night before the course with a registration link to access the training, just click on the link you receive, register your details and your ready to join the training.