

AgExpert Analyst

Level 1 Course Outline

LESSON 1: GETTING STARTED WITH AGEXPERT ANALYST

CREATING YOUR COMPANY FILE
 Company Set-Up
CUSTOMIZING THE TOOLBAR
MODIFYING COMPANY INFORMATION
ABOUT ORGANIZATION TYPES
THE FISCAL YEAR
COMPANY PREFERENCES

LESSON 2: CREATING AND RESTORING BACKUPS

CREATING A BACKUP
RESTORING FROM A BACKUP
LOGGING OFF AGEXPERT ANALYST

LESSON 3: LISTS

THE CHART OF ACCOUNTS
 Account Types
ACCOUNT CLASS STRUCTURE
ADDING, DELETING AND EDITING THE CHART OF ACCOUNTS
 Adding an Account
 Deleting Accounts
 Subaccounts
 Editing an Account
 Making Accounts Inactive
 Renumbering Accounts
 Opening Balances
CONTACTS
 Setting up Contacts
 Editing, Deleting or Merging Customers
 Importing Contacts
SEARCHING AND SORTING LIST ITEMS

LESSON 4: RECORDING INCOME

USING THE TRANSACTION WINDOW FOR INCOME TRANSACTIONS
 Transaction Type: Deposit
 Transaction Type: Receivable Charge

POINT OF SALE TRANSACTIONS

 Creating Invoices
OPENING BALANCES: ACCOUNTS RECEIVABLE
REFUNDS AND CREDITS
RECEIVING CUSTOMER PAYMENTS

LESSON 5: RECORDING EXPENSES

USING THE TRANSACTION WINDOW FOR EXPENSES
 Transaction Type: Withdrawal
 Transaction Type: Payable Charge
 Opening Balances: Accounts Payables
 Paying Bills

CREDIT CARD TRANSACTIONS

 Entering Credit Card Charges
 Entering Credit Card Refunds
 Paying a Bill with a Credit Card
 Methods to Paying Your Credit Card

LESSON 6: MANAGING TRANSACTIONS

TRANSFERRING FUNDS
EDITING AND REVERSING TRANSACTIONS
MANAGING CAPITAL ASSETS
 Capital Asset Opening Balance Listing

LESSON 7: RECONCILING ACCOUNTS

COMPLETING A RECONCILIATION

LESSON 8: MANAGING SALES TAX

GOODS AND SERVICES TAX
 Filing GST

LESSON 9: THE REPORT CONSOLE AND BASIC FINANCIAL STATEMENTS

AGEXPERT ANALYST REPORT CONSOLE
COMMON FINANCIAL STATEMENTS
 Income/Expense Statement or Profit and Loss Statement
 The Balance Sheet
OTHER AGEXPERT ANALYST REPORT