

# **Attaché ERP Learning Catalogue**

## About

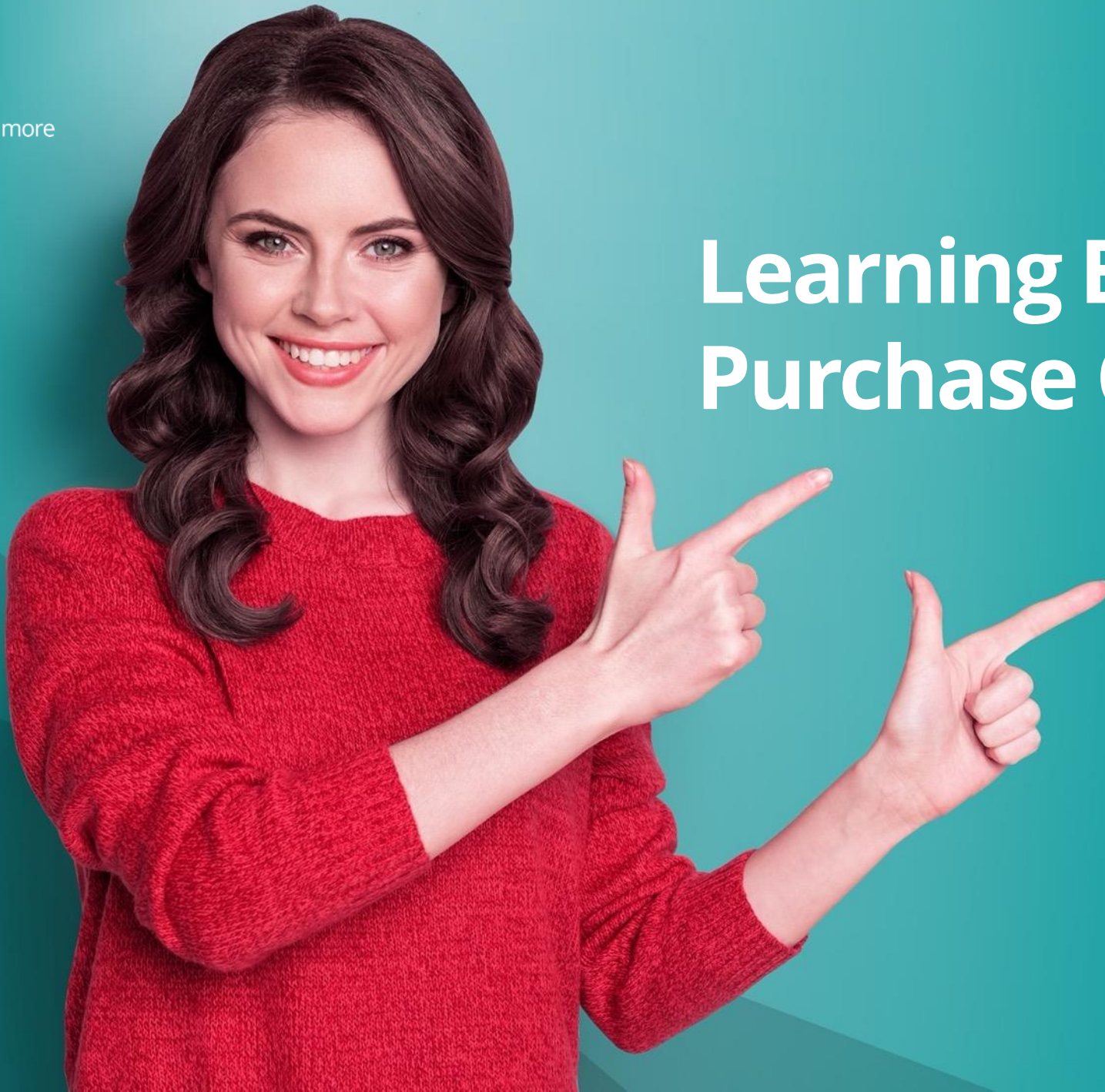
Whether you are a new or experienced user, there are training options to suit your needs!

For Attaché customers we have combined various courses with a defined learning pathway into [Learning Bundles](#). This provides an in-depth virtual learning experience to master the intricacies of using the systems within the [Attaché Payroll Product Suite](#) & [Attaché Account Product Suite](#).

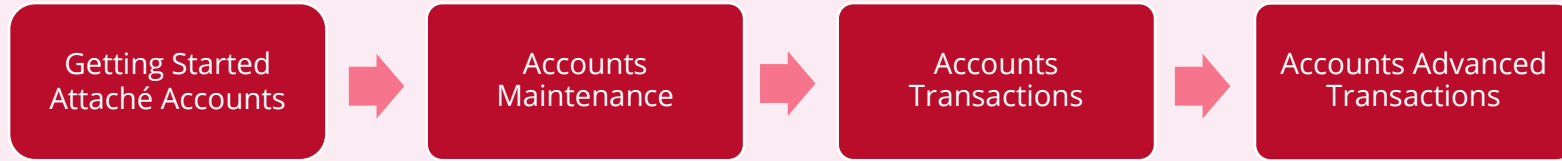
These Learning Bundles will be delivered by self-paced guides, manuals and digital eLearning modules, which you can access over the 12-month period.



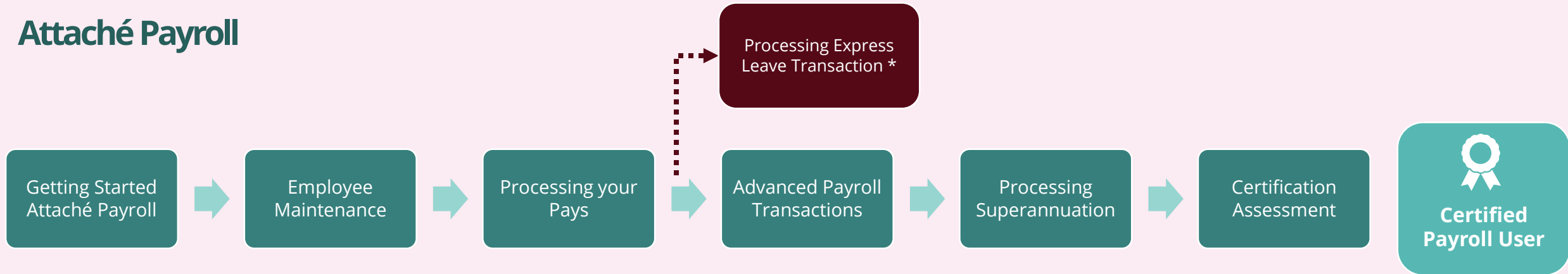
# Learning Bundles Purchase Options



## Attaché Accounts



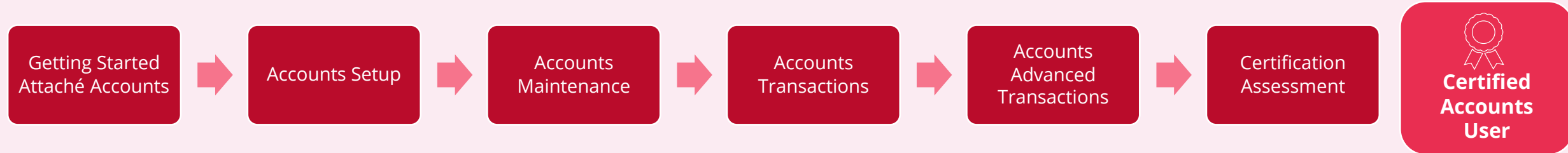
## Attaché Payroll



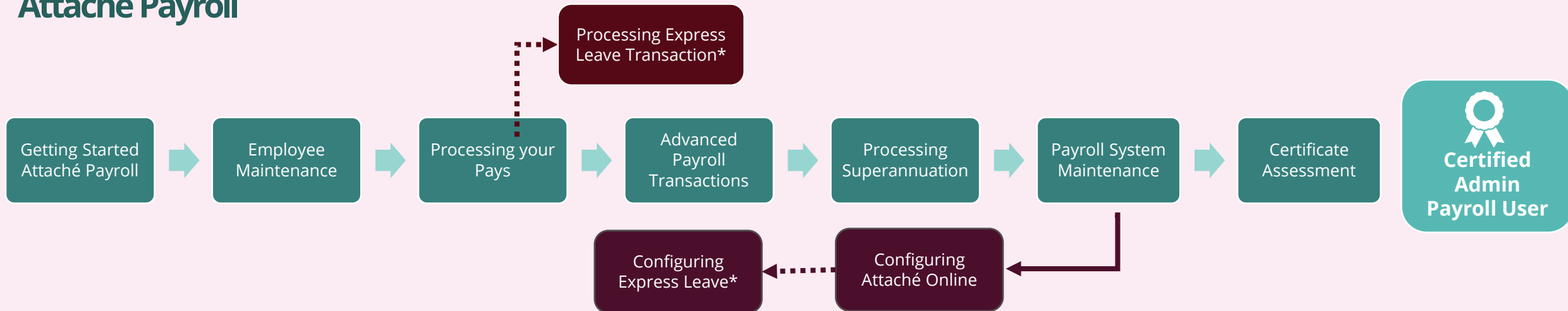
\*Optional. Complete if using the module in your organisation.



## Attaché Accounts



## Attaché Payroll



Product	Course Name	Learning Bundle 1: User Pathway \$275 (inc GST)   Est. 9 hours <sup>φ</sup>	Learning Bundle 2: Admin User \$660 (inc GST)   Est. 16 hours <sup>φ</sup>
Attaché Accounts	Getting Started with Attaché Accounts	X	X
	Accounts Setup	-	X
	Accounts Maintenance	X	X
	Accounts Transactions	X	X
	Accounts Advanced Transactions	X	X
Attaché Payroll	Getting Started with Attaché Payroll	X	X
	Employee Maintenance	X	X
	Processing your Pays	X	X
	Advanced Payroll Transactions	X	X
	Processing Superannuation	X	X
Attaché Online	Payroll System Maintenance	-	X
	Configuring your Attaché Online	-	X
Attaché Express Leave*	Configuring Express Leave*	-	X
	Processing Express Leave Transactions*	X	X

<sup>φ</sup> An estimate time based on each module i.e., Accounts or Payroll. If you are completing both Accounts and Payroll then the estimate will double.

\*Optional. Complete if using the module in your organisation.

## AVAILABLE TO COMPLETE

### **Attaché Payroll**

- Getting Started with Attaché Payroll
- Employee Maintenance
- Processing your Pays
- Advanced Payroll Transactions
- Processing Superannuation
- Configuring Attaché Online
- Processing Express Leave Transactions \*
- Payroll User Certification Assessment

### **Attaché Accounts**

- Getting Started with Attaché Accounts
- Accounts Maintenance
- Accounts Transactions
- Accounts Advanced Transactions
- Accounts Setup

## CURRENTLY IN PROGRESS

### **Attaché Payroll**

- Payroll System Maintenance
- Configuring Express Leave \*
- Payroll Admin User Certification Assessment

\* Optional. Complete if using the module.

# Course Outlines for Attaché Accounts





## Getting Started with Attaché Accounts

This interactive eLearning course serves as an introduction to the Access Attaché Accounts.

This course is designed to help new users configure, navigate, and complete key workflow tasks using the Access Attaché Accounts product.

### Topics include:

- Introduction to Access Attaché Accounts Suite.
- Understand the basic navigation, function keys and shortcuts.
- Introduction to the common terminology.
- Transactional flow and processing.
- Running standard reports and using the list wizard function.

### Target audience

New users with an existing understanding of accounting principles.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour



## Accounts Setup

This interactive eLearning course demonstrates how to use key features of Setups menu.

This course is designed to help new users navigate and complete key workflow tasks using the Access Attaché Accounts product.

### Topics include:

- Configure customer profiles, credit limits, and pricing.
- Set up supplier details, payment terms, and discounts.
- Manage product details, inventory levels, and pricing.
- Configure chart of accounts and financial periods.

### Target audience

New users with an existing understanding of accounting principles.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour



## Accounts Maintenance

This interactive eLearning course demonstrates how to use key features of the maintenance of customers, products and suppliers.

This course is designed to help new users configure, navigate, and complete key workflow tasks using the Access Attaché Accounts product.

### Topics include:

- Understand the different workflows.
- Update profiles, credit limits, and pricing for Customer and Supplier.
- Maintain customer, supplier, product, and general ledger masterfiles.

### Target audience

New users with an existing understanding of accounting principles.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour



## Accounts Transactions

This interactive eLearning course demonstrates how to use key features of customer, product and supplier transactions.

This course is designed to help new users configure, navigate, and complete key workflow tasks using the Access Attaché Accounts product.

### Topics include:

- Creating, maintaining and editing many features required for the Account Payable.
- Maintain the customer database, process customer journals and receipts.
- Accessing through the wide range of standard report for Suppliers and Customers.

### Target audience

New users with an existing understanding of accounting principles.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour



## Accounts Advance Transactions

This interactive eLearning course demonstrates how to use key features of Transaction of Customer, Products and Suppliers.

This course is designed to help new users configure, navigate, and complete key workflow tasks using the Access Attaché Accounts product.

### Topics include:

- Learn how to create and manage new transaction batches.
- Understand the process of posting transactions to the General Ledger.
- Manage bank reconciliations efficiently.
- Generate and interpret various General Ledger reports.

### Target audience

New users with an existing understanding of accounting principles.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour

# Course Outlines for Attaché Payroll





## Getting Started with Attaché Payroll

This digital learning introduces you to the Attaché Payroll product suite.

This course is designed for all Access Attaché Payroll users to help understand and navigate the system.

### What does this course cover?

- Introduction to payroll product suite.
- Navigation.
- Function keys and shortcuts.
- Common terminology.
- Different payroll processes.
- Storing payroll data.
- Running standard reports and using list wizard function.

### Target audience

This course is designed for all Attaché Payroll users.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Payroll, Access Attaché Online, Access Express Leave, Access MyPay, Access Workspace.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour.



## Employee Maintenance

This digital learning introduces you to the first step in the payroll process i.e., managing your employee data.

This course is designed for payroll users who create new employees and manage employee data.

### What does this course cover?

- Understanding the employee record and where to find things.
- Viewing employee information in enquiry mode.
- Manually adding an employee into the Attaché Payroll.
- Creating an employee using the onboarding functionality.
- Managing an onboarded employee.
- Working with employee maintenance scenarios such as setting up additional accounts, changing superannuation funds, etc.
- Running employee reports.

### Target audience

This course is designed for both new and existing payroll users who will process payroll information.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Payroll, Access Attaché Online.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1.5 hours.



## Processing your Pays

This digital learning focuses on the payroll process and how to run a regular pay from start to finish.

This course is designed for payroll users who process payroll for your organisation.

### What does this course cover?

- Review the key steps of the payroll process.
- Entering time sheet transactions.
- Working through the different scenarios involving time sheet pays.
- Calculating pays for the current pay run.
- Review the exceptions report.
- Running the pre-process reports.
- Processing the pays and updating files in your payroll.
- Reconciling and reporting to the tax office.
- Running post-process reports.

### Target audience

This course is designed for both new and existing payroll users who will process payroll information.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Payroll, Access Attaché Online.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1.5 hours.



## Advanced Payroll Transactions

This digital learning focuses on the other payroll transactions including processing a termination for an employee.

This course is designed for payroll users who process payroll for your organisation.

### What does this course cover?

- Overview of payroll transactions.
- Importing third party transactions.
- Entering adjustment pays.
- Working through the different scenarios.
- Creating a termination pay schedule.
- Printing the termination pay statement.
- Terminate an employee using time sheet transaction.
- Terminate an employee using an adjustment transaction.
- Running reports with termination details.

### Target audience

This course is designed for both new and existing payroll users who will process payroll information.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Payroll, Access Attaché Online.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1.5 hours.



## Processing Superannuation

This digital learning focuses on processing superannuation using ClickSuper and SuperStream Alternate File.

This course is designed for payroll users who create and process superannuation for your organisation.

### What does this course cover?

- Introduction to ClickSuper and SuperStream Alternate File Format (SAFF).
- Creating the super payment file.
- Transferring the superannuation file.
- Adjusting super contribution amounts.

### Target audience

This course is designed for both new and existing payroll users who will process payroll information.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Payroll.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour.



## Processing Express Leave Transactions\*

This digital learning focuses on checking and processing leave and online timesheet transactions in Access Express Leave for payroll processing.

\* Optional. Complete if using Attaché Express Leave.

This course is designed for payroll users who create and process transactions from Access Express Leave.

### What does this course cover?

- Introduction to Access Express Leave.
- Checking and managing transactions for the pay period.
- Running the audit report.
- Creating the file of transactions.
- Overview of importing transactions into Access Attaché Payroll.
- Managing process transactions.
- Running reports in Express Leave.

### Target audience

This course is designed for both new and existing payroll users who will process payroll information.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Express Leave, Access Attaché Payroll.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour.





## Configuring Attaché Online

This digital learning focuses on setting up the employee portal i.e., Attaché Online.

This course is designed for admin users who manage information that employees can view, settings and users in Attaché Online.

### What does this course cover?

- Overview of the payroll product suite.
- Manage administrative tasks – organisation settings, colour scheme, users, org chart, etc.
- Manage employee tasks – adding non-payroll users, inviting employees, onboarding, etc.
- Manage payroll tasks – setting up STP authentication code, STP setups, etc.
- Other – using user logs,

### Target audience

This course is designed for both new and existing Attaché Online's organisation admin users who will maintain the system.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Online.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour.



## Payroll System Maintenance

This digital learning focuses on the basic setups of your payroll system.

This course is designed for payroll admin users who manage the setups of your payroll system.

### What does this course cover?

- Reviewing options for your payroll company – company and payroll option setups.
- Managing pay elements – income types, allowances, deductions, employer contributions.
- Mapping components for STP reporting.
- Managing superannuation funds.
- Setting up a standard employee.
- Running set related reports.

### Target audience

This course is designed for both new and existing payroll admin users who will maintain the payroll system.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Attaché Payroll, Access Attaché Online.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1.5 hour.



## Configuring Express Leave\*

This digital learning focuses on setting up Access Express Leave for leave, online timesheets and time tracking.

This course is designed for admin users who manage the Express Leave system's settings and users.

### What does this course cover?

- Overview of the payroll product suite.
- Checks in your payroll prior to using Express Leave.
- Manage administrative tasks – connecting to the online organisation, creating workday templates, etc.
- Manage users - adding non-payroll users, inviting employees, enabling timesheets, specifying the approval types, etc.

### Target audience

This course is designed for both new and existing Express Leave's organisation admin users who will maintain the system.

### What do you need to know?

The expectation is that attendees have an existing understanding of payroll principles and compliance requirements associated with their company and industry.

### Products covered

Access Express Leave, Access Attaché Payroll.

### Delivery method

This is an online training module delivered via Access Training Online Portal. The content presented in easy-to-digest sections, incorporating interactive screens and videos.

### Estimated duration

1 hour.