

# Attaché Accounts – End of Financial Year 2025

## Overview:

Designed to equip new and existing bookkeepers or finance managers with the skills and knowledge required for the end of year, this course will take you through a live demonstration of the end of year tasks. Focusing on preparation and processing, this webinar goes over key end of year tasks and includes Q&A.

## What do you need to know?

The course assumes confidence in Attaché navigation and an existing understanding of accounting principles and system configuration.

## Delivery Method

Webinar delivered via the GoTo Webinar platform.

## Duration

2 hours.

## What does this course cover:

### Preparation:

- Version requirements and pre-checks.
- Preparing for year end – checking each module.
- Completing year end transactions.

### EOY Processing:

- Running reports and reconciling the data..
- Copying and storing your current financial year's data.
- Processing end of year.

### New FY Checks:

- Checking reports to validate successful roll over.

## Course Outline

## Objectives:

- ✓ Understand the version requirements to commence the end of year process.
- ✓ Know how to review reports to reconcile each module.
- ✓ Learn about setting up a historical company for your FY25 data.
- ✓ Review and complete the key tasks such as rolling your system, checking the reports.