

RP Office Express
Property Management Trust Accounting
Training Course Outline
Day 2

DURATION

Full Day

Sessions will commence at the advertised times. Late arrivals may not be granted admission to the course. Furthermore cancellations of less than 24 hours or non-attendance may incur a fee, or pre paid sessions may be forfeited.

ATTENDEES

The RP Office Express Property Management Trust Accounting course is recommended for the main administrative operator(s) who is/are responsible for trust accounting procedures.

PRE-REQUISITE

A working knowledge of Real Estate is necessary. **Trust accounting principals are ESSENTIAL.**
A Property Management Introduction course must be attended before sitting this course.

COURSE AIMS

This course aims to enhance participants' productivity by providing the necessary skills to use the RP Office Express It is designed to give participants the techniques and trust accounting concepts associated with efficient and effective operation. This course does not include Sales Trust Accounting. Please note Sales Trust Accounting is a separate course.

Assessment will occur at the end of the training course and a "Pass" will provide the participant with "Accredited" certification of the RP Office Express Software program. Full Accreditation is only given to participants that successfully complete **ALL** relevant courses.

OBJECTIVE

To ensure participants receive a planned and formal **introduction** to RP Office Express Trust Accounting principals. Upon completing this training course, participants will be able to:

Advanced Charges and Invoices:

Day 2 AM

- Revision exercise (Charges & Invoices)
- Printing Residential Debtor Notices

Receipts

- Understand the Receipts screen
- Add a Banking
- Add Business Transaction Receipts using the following payment methods:
 - Cash
 - Cheque (including multiple cheques)
 - Cash and Cheque (including multiple cheques)
 - Direct Deposit (using Agent Numbers)
 - Deduction Receipt
 - Regenerate Charges
 - Add charges from the Receipts screen
 - Entering an Account Receipt

Banking

Day 2 AM

- Print Banking details (Banking Summary and Deposit Slip)
- View Banking details, Receipt and Ledger entries after posting
- Post a Banking
- Understand the functionality of Update Work Centre

Accounts A:

Day 2 PM

Introduction to the Accounts screen and associated functions

- Understand the Accounts screen from the Business
- Using the Account Summary tab from the Business Screen
- Understand the different types of Accounts including:
 - Residential/Commercial/Body Corporate Management Accounts
 - Creditor Accounts
 - Management Accounts
- Understand the Account Hierarchy and moving through it
- Understand the Accounts screen in the RP Office Express Directory or Work Centre
- Understand the Account screen and its associated functions including:
 - Sub-accounts
 - Assigning Run Numbers (statement groups)
 - Setting up a Partnership
 - Setting up Direct Entry details
 - Viewing Creditor details
 - Viewing Debtor details
 - Viewing Ledger details
 - Entering a Dishonour
 - Entering in Replacement Charge for Dishonour
 - Printing an Individual Ledger
 - Viewing Archives
 - Printing Archives
 - Add a Creditor Account and understand the Creditor Account screen
 - Adding an Invoice
 - Adding Instalment Invoice
 - Add Recurring Invoice
 - Revision on Adding Creditor Accounts and Invoices
 - Complete Manual Payments

Accounts B:

Paying Accounts/Reconciliation/End of Month

Account Maintenance including:

- Understand how to Transfer Unpaid Invoices
- Understand how to Pay Accounts including:
 - Statement/Remittance settings
 - Previewing Accounts
 - Excluding Accounts
 - Paying Single Accounts
 - Paying Accounts by Run Number
 - Paying All Accounts
 - Paying Creditor Accounts
 - Paying Direct Entry Accounts
 - Drawing Management Fees

Bank Reconciliation:

Day 2 PM

- On Screen Balance
- Understand the importance of balancing to the bank statement
- Understand the importance of using page numbers
- Understand how to present a deposit
- Understand how to present a cheque
- Understand how to present direct entry
- Understand what unassigned is
- Understand what to do if you don't balance to the bank statement

End of Month including:

- Understand the tick box for End of month progress
- Understanding the 3 Steps to Rollover
- Printing and Archiving End of Month Reports
- Performing End of Month Rollover
- Printing and Archiving After End of Month Reports
- Printing Past End of Month Reports

Financial Year Requirements:

- Printing Financial Reports

Delivery Method

- Lecture / Tutorial
- Group Discussion
- Computer "hands-on" training
- Revision Exercises

Please Note: A booking fee of **\$155.00** (incl. GST) will be charged if training is cancelled or not attended and notice of 24 hours is not provided to the training department.