

Xyntax Professional Development

INEXSUITE

Workshops



XYNTAX
INDIGENOUS TECHNOLOGY

General Ledger System

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This session is an overview designed to provide participants with both fundamental and advanced knowledge of the INEXSUITE General Ledger GL.

GL is the “core” financial module in INEXSUITE. Participants will learn how the GL fundamentally works and discuss basic, intermediate, and advanced accounting concepts and key data/audit responsibilities. Participants be shown how to create, post, reverse, and edit provisional journal entries easily. In addition to basic inquiries, we'll also cover various reporting formats and financial statements.

This session covers basic and intermediate concepts of day-to-day operation.

Topics covered:

1. Chart of Accounts Setup
2. Creating GL codes, sub accounts, GL 30/31, journal inquiry
3. Setup of chart of accounts, deleting and restricting accounts
4. Structure settings for balance sheet and income statements
5. Consolidation of accounts
6. Discussion and settings for sub-account usage
7. Group Code Setup
8. Asset and liability settings and definitions
9. Revenue and expense settings and definitions
10. Transferring G/L accounts and Group codes
11. Designing Financial Statements based on single, grouped, or multi-company and departmental requirements
12. Customizing reports for managers, council, and funding agencies
13. Discussion on different journal types
14. PJ - Purchase Journals
15. CD - Cash Disbursements
16. GJ - General Journals
17. SJ - Sales Journals
18. CR - Cash Receipts
19. PR - Payroll Journals

20. AD - Auditors Journals
21. Posting options
22. Recurring journals
23. Provisional journals postings
24. Redistribution of invoice postings
25. GL Reporting options and inquiries
26. Trial Balance reporting and auditing
27. Retained earnings and current/surplus/deficit settings and definitions
28. Inter-company relationships
29. Budgetary controls and settings of automatic budget checking
30. GST considerations
31. Prepaid expenses and other asset types
32. Overall accounting cycle
33. Journal/ledgers/accounts
34. Rules of debits and credits within INEXSUITE
35. Analyzing accounting transactions
36. Journalizing and posting
37. Adjusting entries
38. Month end/period end closing routines
39. Setup
40. Company Setup; settings for reporting and system defaults
41. Basic Systems rules and definitions
42. Department Setup; Restriction discussions and default settings

Accounts Payable

Duration: 1.5 hrs.

Cost: \$130/participant

Maximum Class Size: 10 participants

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This session is designed to provide participants with both fundamental and advanced knowledge of the INEXSUITE Accounts Payable system and its' payment processing role within INEXSUITE.

Participants will discuss key data entry and internal control/audit responsibilities. We'll take participants step-by-step through various invoice and payment scenarios, followed by more advanced workflows covering the concepts and techniques needed to properly use AP sub-ledger. We'll cover steps required for processing both cheques, and electronic funds transfers, ensuring you're ready to process payments.

Topics covered:

1. Discussion on different ways of entering AP invoices
2. Batch processing
3. Real-time processing
4. Quick-Pay
5. Recurring AP postings
6. PCD processing
7. Alternate posting prefix
8. Editing and posting of batch processing
9. Entering vendors or band members as supplies
10. Invoice numbering and due dates
11. Pay-To feature
12. Using AP Types for reporting and auto allocation
13. Distribution to expense
14. Selecting invoices to pay
15. Options for cash requirements
16. Cheque printing and re-prints
17. Options for Canadian or US dollars
18. Changing bank accounts
19. Sign-out sheet option by AP Type or system defaults
20. Real-time processing of invoices and credit notes
21. Manual cheque entry
22. Discussion on closing and voiding invoices

- 23. Changing details on posted invoices
- 24. Changing distribution of posted invoices
- 25. Selecting invoices by Automatic process
- 26. Selecting invoice by Express process
- 27. Voiding cheques or reinstating invoices
- 28. Budget checking and procedures
- 29. Supplier inquiries and drill-down feature for distribution
- 30. Cheque reconciliation and bank reconciliation
- 31. Vendor reporting features and options
- 32. Cheque reporting features and options
- 33. Miscellaneous AP reporting and month-end / year end procedures

Accounts Receivables

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This session is an overview designed to provide participants with both fundamental and intermediate knowledge of the Xyntax Accounts Receivable system and sub-ledger.

Participants will learn how the INEXSUITE system works, and we'll discuss key data entry and audit responsibilities. We'll take participants step-by-step through the payment and invoicing processing screens. We'll cover not only the concepts and techniques needed to properly use the software, but we'll show participants how-to create an AR Invoices, record payments, generate receipts, produce bank deposit slips, and track monies owed to the department and Nation; all in real-time.

Topics covered:

1. Discuss integration of Accounts Receivable with other modules
2. Discuss terminology
 - a. Sales Journals
 - b. Cash Receipts
 - c. AR Line Codes
 - d. AR Recurring Codes
 - e. AR Types
3. Setup basic AR default parameters
4. Set AR types to Asset accounts
5. Creation of AR computer invoices
6. Printing and updating to GL of invoices
7. Post payments, partial payments, and adjustments
8. Setting and defining Interest Codes
9. Setup Customer accounts and Statement types
10. Setup AR Recurring codes for invoice entry
11. Integration with Payroll module for Employee deductions or loans
12. Creation and posting of AR Recurring invoices
 - a. Interactive processing
 - b. Batch processing
 - c. Aged Trail Balance reporting

Bank Reconciliation Basics

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This is an introductory overview that is intended to cover INEXSUITE Bank Reconciliation module and its' relationship with other INEXSUITE systems (Accounts Payable, Payroll, Accounts Receivable, etc.). We'll discuss the entire bank reconciliation process showing what is required to balance, your bank statement to the general ledger monthly.

Topics covered:

1. Bank Reconciliation Setup
 - a. Setup of GL bank accounts
2. Bank Reconciliation Processing
 - a. Setup of reconciliation periods
 - b. Reconciling cheques, deposits, and miscellaneous bank charges against the GL
 - c. Uncovering discrepancies and resolving common issues
 - d. Procedure for finalizing and closing periods
 - e. Resolving out-of-balance issues and discrepancies

Community Database

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

As the “core” statistical module in INEXSUITE, this one-hour session is an introductory look at the INEXSUITE Community Database (CDB). Participants will learn just how important this often-forgotten area is, and how to get the most out of the INEXSUITE system using “on-behalf-of” member tracking. Participants will discuss key data entry, privacy, and audit responsibilities, show participants how to create, maintain, and manage, community records.

Topics covered:

1. Band Membership and Community Database
2. DoculinX – Document Filing System (basics)

DoculinX Management

DURATION: 1.0 HR.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

Setting up the filing cabinets, document control, how to with scanner vs computer (saving files from your computer). This is an integral part of INEXSUITE for good document control and auditing. Everything should be Doculinx’ed and named for future reference. It is in almost every screen of INEXSUITE.

Electronic Requisitions – Cheque Requisitions

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

Topics covered:

1. Integrated with AP
2. Reports
3. Financial Statements
4. Budgets
5. Group codes

GST Tracking/Recovery

DURATION: 1.0 HR.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This is an introductory overview that is specifically intended to cover just the basics of the GST Tracking/Recovery module. We'll still show participants how-to manage GST tracking within the system, but we'll stick to just covering the basic concepts and techniques needed to properly use the GST Tracking/Recovery module in INEXSUITE.

Payroll 2015 Main Menu

DURATION: 3.0 HRS.

COST: \$170/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This session is an extensive overview designed to provide participants with both fundamental and intermediate knowledge of the INEXSUITE Payroll system and sub-ledger.

Participants will learn how to apply payroll legislation and calculate individuals pay. This includes all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations.

Participants will also learn how to calculate and report government and third-party remittances, year-end requirements, and accounting for payroll at the compliance level for the organization. We will take participants step-by-step through the payroll process as well as covering the concepts and techniques needed to properly use the software.

Topics covered:

1. Company Configuration
 - a. General setup and configuration
 - b. Defining of Reporting Periods
 - c. Defining GL Accounts
 - d. Setup of Payroll Departments
2. General Configuration
 - a. Setup and reporting benefits of Classification Codes
 - b. Leave Definitions—setup of vacation, sick and other types of employees leave
 - c. Deduction Definitions—setup of employee deductions
 - d. Setup of Occupation Codes
 - e. Federal and Provincial Tax Tables
3. Employee Configuration
 - a. Employee creation and management
 - b. Defining an employee's occupation, leave, and deduction definitions
4. Time-entry Processes
5. Payment Processing
6. Emailing Employee Pay Stubs and Statements
7. Reporting and various sub-ledger inquiries

Community Human Resources Basics

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This module is for managing your community including potential and existing employees. Here you can create a database of credentials, certification and or training that each person has.

Topics covered:

1. Adding/editing an individual
2. Add assets to individuals
3. Configure manager groups
4. Add education institutions and workshops
5. Run reports

Community Human Resources Advance

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

CHR integration with payroll – this adds another layer to the HR/PR module. Hr is really managing your community. When hiring new employees, you can pull from this central bank of potential people. DoculinX resumes and forms for employees.

Topics covered:

1. Reports
2. Leave requests
3. Leave records
4. Integration with App
5. App overview

Purchase Order System

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This is an introductory overview that is specifically intended to cover just the basics of the Purchase Order module. We'll still show participants how-to create and manage POs within the system, but we'll stick to just covering the basic concepts and techniques needed to properly use purchase orders in INXSUITE.

Social Assistance

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

Participants will learn how to enter client's information into the system, Enter/Edit Basic & Decision Forms (B&D's). How to send payments to finance (Accounts Payable) for payment. How to compile DCI reports.

Topics covered:

1. Enter/Edit Client information
2. Setup & Enter/Edit B&D's
3. Send payment to Finance (Accounts Payable)
4. How to compile DCI reports
5. How to close or delete a B&D
6. Activate active pay periods

Asset Management with Housing

DURATION: 2.0 HRS.

COST: \$150/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

This training will discuss “what is” an asset, how do I want my assets organized. Assigning asset ID’s to houses and other assets. Discuss the different types and what kind of reporting information I can extract.

Topics covered:

1. Entering and editing assets
2. Assigning invoices to assets
3. Explaining class and categories
4. Houses as assets
5. Work orders

Child Welfare

DURATION: 1.5 HRS.

COST: \$130/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

The INEXSUITE child welfare module.

Topics covered:

1. Set up of profile of children
2. Set up of caseworker profiles
3. Set up AP types for use in the child welfare module
4. Look up and reporting

Post Secondary

DURATION: 2.0 HRS.

COST: \$150/PARTICIPANT

MAXIMUM CLASS SIZE: 10 PARTICIPANTS

VIRTUAL CLASSROOM VIA VIDEO CONFERENCE

The INEXSUITE Post Secondary module, it is to keep track of students in school. Mange budgets and pay invoices.

Topics covered:

1. Overview of the module
2. Setup recurring invoices
3. Setup AP types

Workshops can be booked directly through
Annamaria Moffat at
annamaria.moffat@xyntax.com or
1-888-382-7711 and ask for Annamaria.