

**Daily Schedule:**

Start: 9:00AM      End: 5:00PM      Breaks: 15mins @ 10:30AM and 2:30PM, 1 Hour at 12:00PM

Run the **GWA-OW Calculator** software by double-clicking on the icon found on your desktop. Type in **ADMIN** in the username field and **ADMIN** in the password field and then click the OK button.

**Topics To Be Covered In This Module: Accounting Functions, Reports & Month End Closing** **Accounting Functions**

- Payment Approval process
- Payment Processing
  - Client Payments (Cheques, Cards and Direct Bank Deposits)
  - Print Claimant Slips – examples of each version
  - Generate Card Payment Batch
  - Generate Direct Bank Deposit Batch
  - Supplier Cheques To Pay Deductions From Clients and the related Supplier Letters
  - Exceptional Item Cheques Charged To Specific Clients
    - Payable To Clients: Importing
    - Payable To Suppliers: quick entry tips, grouping features and importing
    - Funeral Payment example
    - Transition Support Fund (TSF) payment example
  - Administrative Cheques
  - Reprinting Cheques Using The Same Numbers – when to use this function
- Voiding: Specific payment, a range of payments, or multiple payments
  - Adjust Transaction – how and when to use
- Bank Reconciliation (if anyone wishes to cover this)
- General Ledger Accounts
- Supplier Information
- Overpayments and the related processes (e.g. recovery, letter, etc.)
- Repayments & Reimbursements – differences between each type
- Account Adjustment – how and when to use
- Changing Transaction Categories – how and when to use

 **Reports – useful reports other than those done as part of the month-end procedures. Also includes some month-end reports that can be run differently to extract useful information.** **Accounting Reports**

- Monthly Financial Assistance Detail – Individual client and other options
- Cheque Register – non-claimable, only voided cheques, confidential option
- General Journal – by account, non-claimable only, detailed or summarized.
- Outstanding Overpayments
- Supplier Payment History
- Individual Item
- Discretionary Benefits Tracking Report
- Transitional Support Fund Report
- Remaining Shelter Costs
- Charts

**Client Management Reports**

- Job Type
- Client Listings – numerous filters and criteria, various layout options
- Client Income Statements – different types and advantages/disadvantages
- Reason For Starting/Ending Assistance Detail
- Outstanding Documentation Notices - 30/60/90 Days Past Due
- Labels & Envelopes – Various label types and envelope styles
- Applicant/Spouse/Dependent Breakdown
- Active Clients With Utilities
- Form Letters
- To-Do List
- Previous Spousal Relations
- Education Codes

 **Exception Reports**

- Caseload Education Statistics
- Client Income Report – used for checking returned income statements
- Identify Potential Problems
- Dependent Details
- Age Range
- Income Statement History
- Address Breakdown For Active Clients (tenant profile)
- Attendance / Hours Tracking Calendar (monthly & split-month versions)
- Age Demographics – including charting capabilities

 **Balancing Reports**

- Balancing Status – why you should run this periodically
- Balancing Cheque Register (difference between cheque registers)

 **Instructional Guides**

- Discuss various guidelines

 **Month End Closing Procedures**

- Pre-checks and reminders
- How to generate the standard month end reports & close off the month
- Emailing the Ministry & Indigenous Services Canada using the “Send Month End Data Files To Your Various Representative(s)” function (optional).
- Generating the GL Posting File (optional)
- Generating Excel Spreadsheets (optional)
- Closing off the General Ledger
- Housekeeping
- How to access your month end reports and spreadsheets afterwards