



Learn Realm Accounting with Virtual Training

Learn how to manage your church's finances accurately and efficiently in the convenience of your own office whenever it works for you.

There are few things more important than being a faithful steward of your church's finances. But we know that managing finances isn't easy even when you have the right tools. Making sure you know how to use those tools is the first step to success. There are so many things to learn in Realm Accounting, so having someone walk alongside you is necessary.

To help you master your accounting tools, we're offering you expert Realm Accounting Personalized Virtual Training. You'll have an immersive live one-on-one learning experience with our expert Realm trainers.

Here are the key things you'll learn, plus a lot more!

General Ledger:

- ✓ Settings, account segments (funds, core accounts, departments), and bank accounts - determining the needs
- ✓ Chart of accounts - recommended format for account numbering, headings, subheadings, with special attention to restricted/designated accounts
- ✓ Giving funds - set up mapping of bank accounts and income/restricted accounts to giving funds
- ✓ Manage transactions - income, expenses, other (journal entries); recurring general ledger transactions
- ✓ Budget entry

Accounts Payable:

- ✓ Manage vendors - set up including tips to enhance performance
- ✓ Manage invoices - entering new invoices, copying paid invoices
- ✓ Manage recurring invoices - set up and use
- ✓ Paying invoices - direct payments or printing checks (including check printing adjustments)

Payroll:

- ✓ Payroll setup - church details, tax account mapping, check setup, and time-off setup
- ✓ Setting up jobs - payroll codes
- ✓ Setting up adjustments - adds, deductions, and contributions
- ✓ Setting up employees - including assignment of jobs, adjustments, tax information, and employee history
- ✓ Processing payroll - time entry, payroll runs, and printing checks/reports

Inquiry and Reporting/Month-End/Year-End:

- ✓ Account inquiry
- ✓ Reporting - financial statements and supporting reports
- ✓ Bank reconciliation
- ✓ Prepare 1099s

Price: \$1,000

Training is completed through 5 hours of live virtual sessions.

Ready to learn? Reply to let your sales consultant know, call **1-800-736-7425** or email solutions@acst.com to get started.

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