



### COURSE DETAILS

Code: COEX02  
 Title: CoreExpense Advanced Tutorial  
 Venue: Cork & Dublin Venues (Contact Majella Phelan for further information)  
 Trainer: Michael Kingston  
 Duration: 1 Day  
 Times: 9.30 a.m. – 4.30 p.m.  
 Refreshments: Tea/Coffee 11.00 a.m. Lunch: 1.00 – 2.00 p.m. (Included in Cost)  
 Cost: €450 (10% discount for anyone sending more than one person.)

### COURSE OUTLINE

*Course Description:* The purpose of this tutorial is to provide you with an easy to follow guide to some of the more advanced features available on the CoreExpense system. It is structured in a way that leads you step by step through these features and will enable you with the confidence to carry out such processes as Retrospection and the application of Withholding Tax. The course is an important step in the overall implementation schedule for your system and should also be the continuing point for any personnel who have completed the introductory tutorial and are looking for a deeper understanding of the CoreExpense Module.

*Delivery Method:* Instructor led, group paced, structured, hands on training. Exercises will be utilised to re-enforce all topics covered on the course.

*Course Topics:* The course topics covered in this training will include:

- Withholding Tax
- Retrospection
- Rollback of a Payment Run
- Payment Cancellation
- Cheque Re-Issue

Another feature of the training is a question and answer session at the end of the day. This will afford trainees the opportunity to clarify any aspect of the course.