

# Training Course Agenda.

Central Schools – Accounts  
Payable/Receivable



# Introduction

## Target Audience

The Central Schools – Accounts Payable/Receivable training is recommended for delivery to the following people from your school:

- ✓ Finance Managers
- ✓ Bursars
- ✓ Business Managers

## Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

## Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

# Agenda Overview

## Accounts Payable

### Part One: Suppliers

- ✓ **Supplier Masterfile**
  - Overview
  - Create New Supplier
    - Add Supplier Contact Details
    - Supplier External LA Reference Number
    - Product Information
    - Catalogues
    - Documents
  - Sundry Suppliers
  - Amend Supplier (including on hold)
  - Enquiries

### Part Two: Purchase Orders

- ✓ **Ordering items for purchase**
  - Setup / Purchase Order Definition
  - Existing Orders
  - New Order
  - Create Standard Order
  - Authorisation
  - Dispatch
  - Cancel Remainder
  - Delivery Notes

### Part Three: Invoices

- ✓ **Paying for Goods and Services**
  - Order Invoices
  - Non Order Invoices
  - Sundry
  - Credit Note
  - Authorisation
  - Purchase Card Refunds
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### Part Four: Payment

- ✓ **Payment**
  - Central Authorisation
  - Automatic Reconciliation for Invoices
  - Central Manual Reconciliation

# Agenda Overview

## Accounts Receivable

### **Part One: Customers**

- Adding Customers
- Customer Products
- Amending Customers

### **Part Two: Invoices**

- Invoices
- Central Authorisation
- Dispatch
- Central Manual Reconciliation

### **Part Three: Receipts and Paying In Slips**

- Invoiced Receipts
- Non Invoiced Receipts
- Paying in Slips