

Training Course Agenda.

Bank Account Schools – Accounts
Payable/Receivable



Introduction

Target Audience

The **Bank Account 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
 - 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

Agenda Overview

Part Four: Payment

- ✓ Payment
- Setup
 - BACS Configuration
 - Books
 - Card/DD
- BACS Run
- Cheque Runs
- Card Payments
- Cancelling BACS runs and individual payments
- Cancelling Cheques

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

- Invoice Payments
 - Cash
 - Cheques
 - Direct Credit
 - Issuing Receipts to Customers
- Non-Invoiced Receipts
- Paying in Slips
- Refunds
- Statements
- Write off