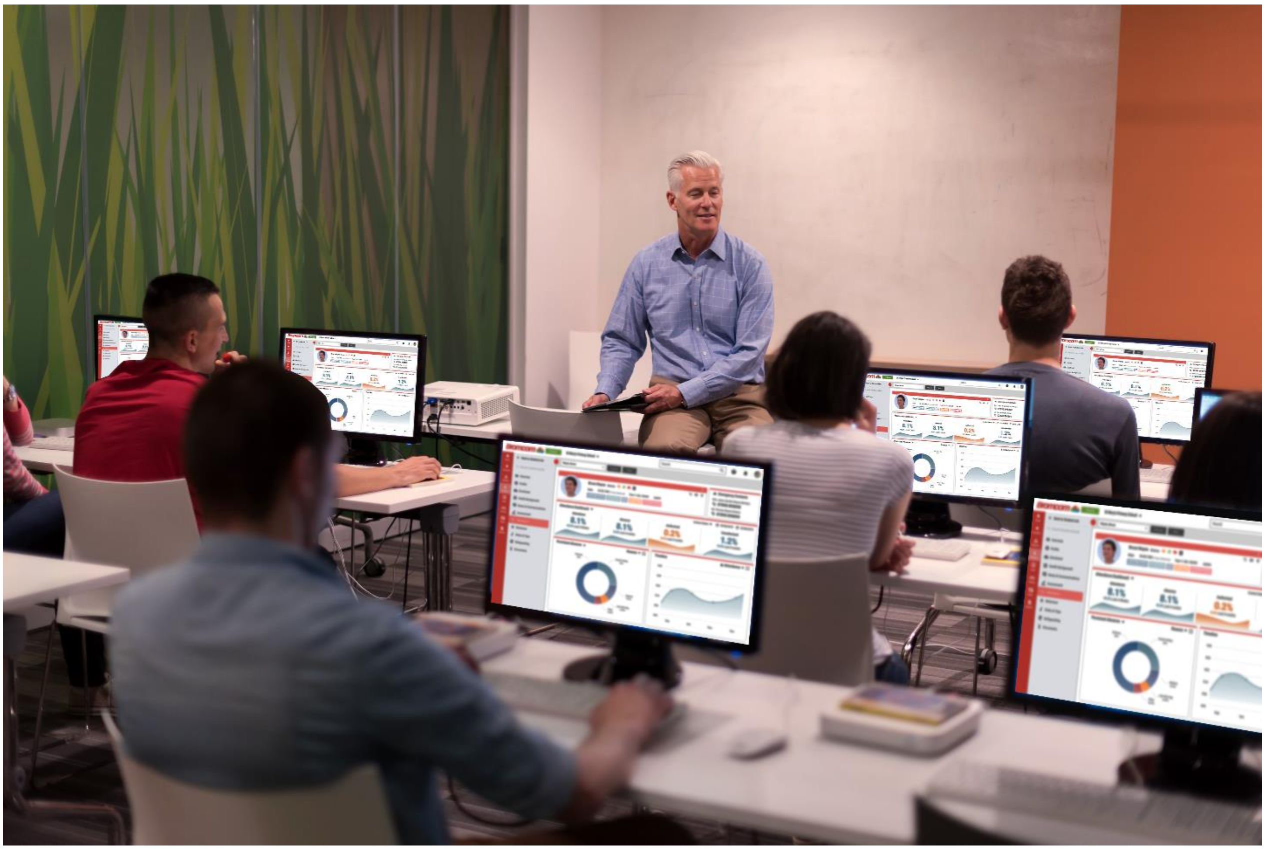
Bromcom
No.1 Choice for Cloud MIS & Finance

Training Course Agenda

Accounts Payable



Introduction

Target Audience

The **Finance Managers** training is recommended for delivery to the following people from your school.

- ✓ Finance Managers
- ✓ Bursars
- ✓ Business Managers
- ✓ Finance Support Staff with Procurement responsibilities

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 Finance system on a day-to-day basis.

Agenda Overview

This is a list of the **Agenda** items in sequence.

Part One: Suppliers

- ✓ **Supplier Masterfile**
  - Create New Supplier
  - Add Supplier Contact Details
  - Add BACS Payments Details
  - Product Information
  - Documents
  - Amend Supplier
  - Close Supplier

Part Two: Purchase Orders

- ✓ **Ordering Items for purchase**
  - Order Books
  - Supplier products
  - Purchase Order Definition
  - Create Standard Order
  - Authorisation
  - Despatch
  - Receive Goods
  - Order Enquiries and Reports

Part Three: Invoices

- ✓ **Paying for Goods and Services**
  - Order Invoices
  - Non Order Invoices
  - Authorisation
  - BACS Configuration
  - Payment – BACS
  - Payment – Cheques
  - Invoice Enquiries and Reports

Part One: Suppliers

- ✓ **Create New Supplier - Add Supplier Contact Details - Add BACS Payments Details - Product Information – Documents - Amend Supplier - Close Supplier**

Notes:

Part Two: Purchase Orders

- ✓ **Order Books - Supplier products - Purchase Order Definition - Create Standard Order – Authorisation – Despatch - Receive Goods - Order Enquiries and Reports**

Notes:

Part Three: Invoices

- ✓ **Order Invoices - Non Order Invoices – Authorisation - BACS Configuration - Payment – BACS - Payment – Cheques - Invoice Enquiries and Reports**

Notes:

Exercises

Part One: Suppliers

1. What is a supplier?
    a. Create a new supplier
    b. Enter the address details
    c. Enter the payment details
    d. Enter products
    e. Add a new document to the documents tab
2. What is a sundry supplier?
3. How can a supplier be set to send a remittance by email vs print?
    a. Set the supplier to email remittances
4. How can a supplier be set to send a PO by email vs print?
    a. Set the supplier to email orders
5. How do I know how many orders have been sent to any given supplier?
6. How do I know how many payments have been made?
7. How can I see how many invoices have been paid on a payment run?
8. How can transactions be added directly from the supplier Masterfile

Part Two: Purchase Orders

1. When should I raise an order?
    a. Create a new order header
    b. Add detail lines – product based
    c. Add detail lines – free text
    d. Save the order
    e. Dispatch the order
    f. View the order in the order enquiries
    g. View the commitment in the accounts
    h. Add a goods receipt
2. Should I use approved suppliers?
3. How do I make sure there is enough budget in advance of adding the order?
    a. Check budget before adding a new order
4. How is the order approved prior to being sent to the supplier?
5. Should I email the order – how do I get a copy sent back to me?

Part Three: Invoices

1. What is an order invoice?
2. How do I know the goods have been received?
3. Enter an Order Invoice
    a. Add a new order invoice header
    b. Does the invoice match the order?
    c. Add the order lines
    d. Are the unit prices correct?

e. Adjust the order lines to match the invoice net value
f. Check the VAT treatment of each line and match to the gross invoice value
g. Save the invoice
h. Approve the invoice for payment
i. View the approved invoice in the invoice enquiry
j. View the invoice on the supplier Masterfile