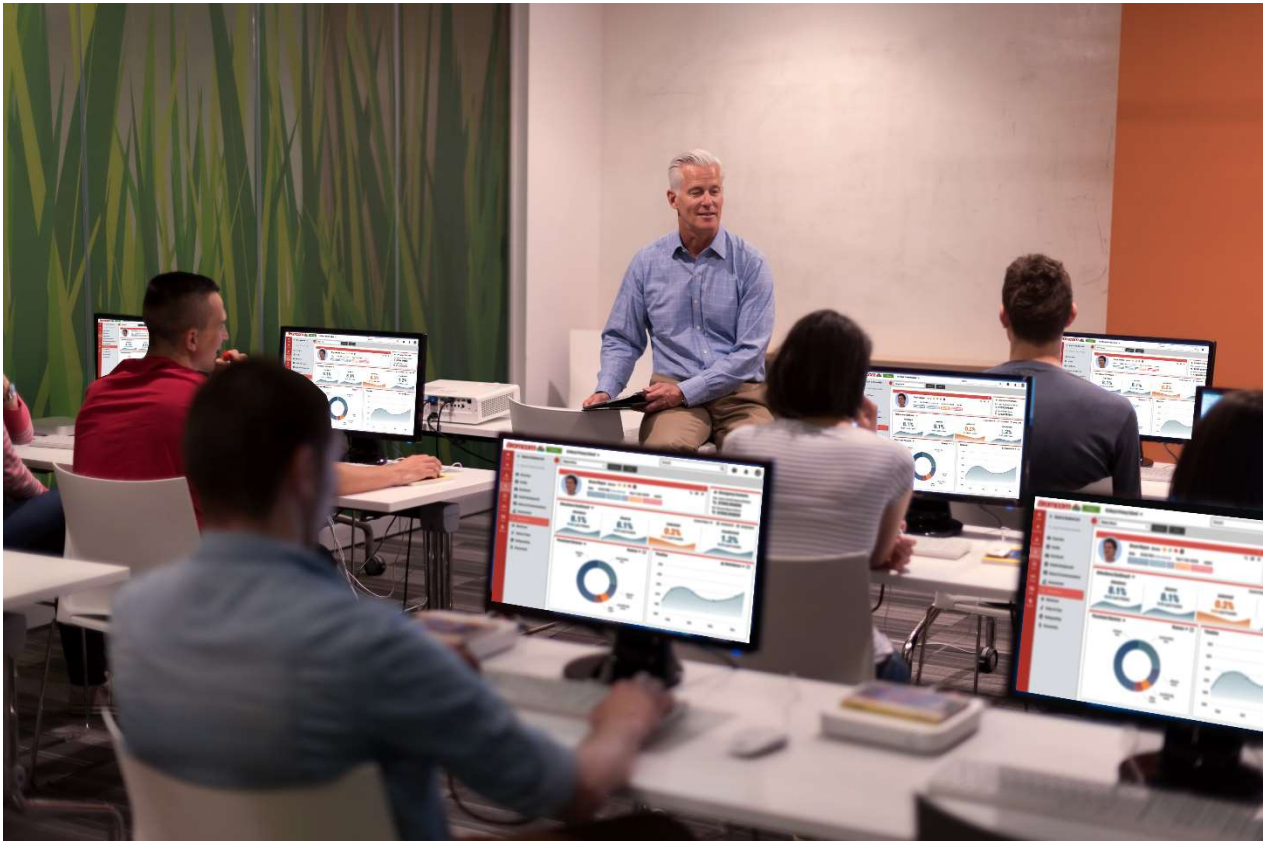


Training Course Agenda

Finance Routines



Introduction

Target Audience

The **Finance Managers** 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 Finance system on a day-to-day basis.

Agenda Overview

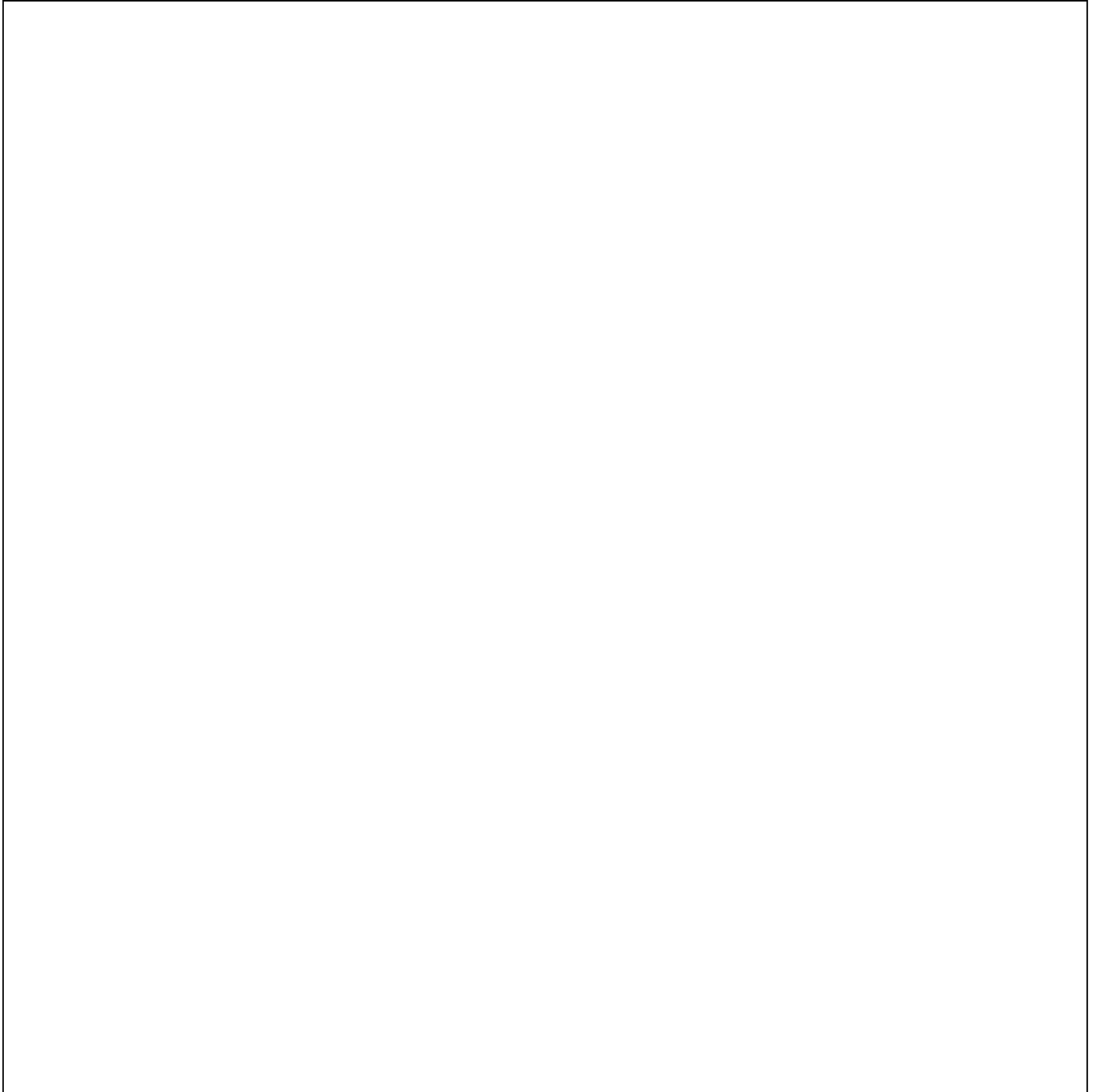
- ✓ **Part One: Bank Reconciliation**
 - Opening Bank Statement
 - Unreconciled items from legacy system
 - Adding a new statement
 - Confirming the reconciliation

- ✓ **Part Two - Reporting**
 - VAT reports
 - Monthly Reports
 - CFR reports

- ✓ **Part Three Closing The period**
 - Closing the period
 - System checks report

Part One – Bank Reconciliation

- Opening Bank Statement
- Unreconciled items from legacy system
- Adding a new statement
- Confirming the reconciliation



Part Two – Reports

- VAT reports
- Monthly Reports
- CFR reports

Notes:

Part Three: Closing the period

- Closing the period
- System Check Reports

Notes:

