

Training Course Agenda.

MAT Finance – Accounts Receivable,
Invoice to Receipt



Introduction

Target Audience

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

- ✓ Finance Managers
- ✓ Bursars
- ✓ Business Managers
- ✓ Finance Staff at Trust Level

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 MAT Finance system on a day-to-day basis.

Agenda Overview

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

Part One: Set up and configuration

- Overview
- Set Up – Customer products
- Set Up – Customer Books
- Set Up – Sales Configuration

Part Two: Customers

- Create New Customer
 - Add Customer Contact Details
 - Add Bank Details
 - Documents
- Amend Customer

Part Three: Sales Invoices

- Sales Invoice
- Sales Credit Note
- Authorisation of sales credit note
- Dispatch
- Reports

Part Four: Sales income Receipts and Deposits

- Sales Invoice Receipts
 - BACS
 - Cash /cheques
 - Bank Transfer
 - Childcare Vouchers
 - Tax Credits
- Income receipts
- Deposit
- Supplier Refund
- Issuing Receipts to customers
- Statements