Training Course Agenda.

MAT Finance Accounts Payable, Purchase to Payment Process training Agenda

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

Part One: Suppliers

- Overview
- Sundry Suppliers
- Supplier Products
- Create New Supplier
    - Add Supplier Contact Details
    - Send remittance / PO by email
    - Add BACS Payment Details
    - Approval of BACS Details
    - Catalogues
    - Documents
- Amending a Supplier (incl On Hold)
- Enquiries

Part Two: Procurement – Ordering items for purchase

- Procurement Request
- Purchase Order
- Delivery note
- Authorisation through notifications and Authorisation through search/Authorise

Part Three: Invoicing – Paying for Goods and Services

- Purchase Invoices
- Non Order Purchase Invoices
- Purchase Credit Notes
- Expenses
- Credit Card / Debit Card Payments
- Cheque Payment
- BACS Payment

Part Four: Payment

- Batch Payment Runs
    - BACS Payment
    - Cheque Payment
    - Card Payments Run