

# Training Course Agenda.

MAT Finance Routines



# Introduction

## Target Audience

The **Finance Routines** 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 MAT Finance on a day-to-day basis.

# Agenda Overview

## **Part One: Staffing**

- Transfer from MIS
- Base Pay Mappings
- Importing Automatic Salary Reconciliation
- Clearing items in Suspense
- Individual Salary Payments
- Reviewing Variations
- Clearing Commitments
- Filtering and Reporting

## **Part Two: Journals**

- Opening Balance Journals
- Payroll Journal
- Cash Book Journal
- General Journal
- Intra Company Journal

## **Part Three: Bank Reconciliation**

- Previous Statements
- Adding a new statement
- Confirming the Reconciliation
- Credit Card Reconciliation
- Unreconciled Items

## **Part Four: Closing The Period**

- Closing the period

## **Part Five: Financial Returns**

- Financial Returns – AAR
- Making Tax Digital