

Training Course Agenda.

MAT Finance – Setup and Configuration



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: Configuration

- ✓ Financial Year
 - Adding and Opening a Financial Year
 - How to change the Active Financial Year
 - VAT Rates and Periods
 - Period Maintenance
 - Global Configuration
 - Adding System Users
 - Roles and Permissions

Part Two: System Setup

- ✓ Setting up of the System
 - Importing Cost Centers
 - Importing Cost Centre Ledger links
 - Ledger Code Management
 - Adding a Cost Centre
 - Adding a Cost Centre Ledger Link
 - Data Access Control
 - Bank Accounts / Cards
 - Books
 - Site Management

Part Three: Documentation Configuration

- BACS Configuration
- Cheque Definition
- Purchase Order Configuration
- Sales Configuration
- Workflow Manager
- NI Thresholds
- Reconciliation File Structure

Part Four: Entering the Budget

- Profile Models
- Scenarios
- Budget Maintenance
- Budget Forecast