

Training Course Agenda.

MAT Finance Reports



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: Finance Dashboard

- Income V expenditure
- Income V Salaries
- Salary Analysis
- Aged Creditors
- Aged Debtors

Part Two: MAT Finance Reports

- Aged Creditor
- Aged Debtor
- Audit Trail
- Balance Sheet
- Balances and Reserves
- Bank Reconciliation Report
- Budget Holder Report
- Cashflow Statement
- Cost centre Transaction Report
- Journal Audit Trial Report
- Ledger Code Transactions Report
- Management Accounts
- Purchase order to Purchase Invoice Variation Report
- Salary Calculations
- VAT Reporting

Part Three: Using the Enquiries Screen to Create Reports

- Manual Enquiry
- Site Enquiry
- Ledger Code Enquiry
- Cost Centre Enquiry
- Trial Balance Report
- Journal Browser

Part Four: How to Schedule a Report

Part Five: Viewing and Amending Scheduled Reports