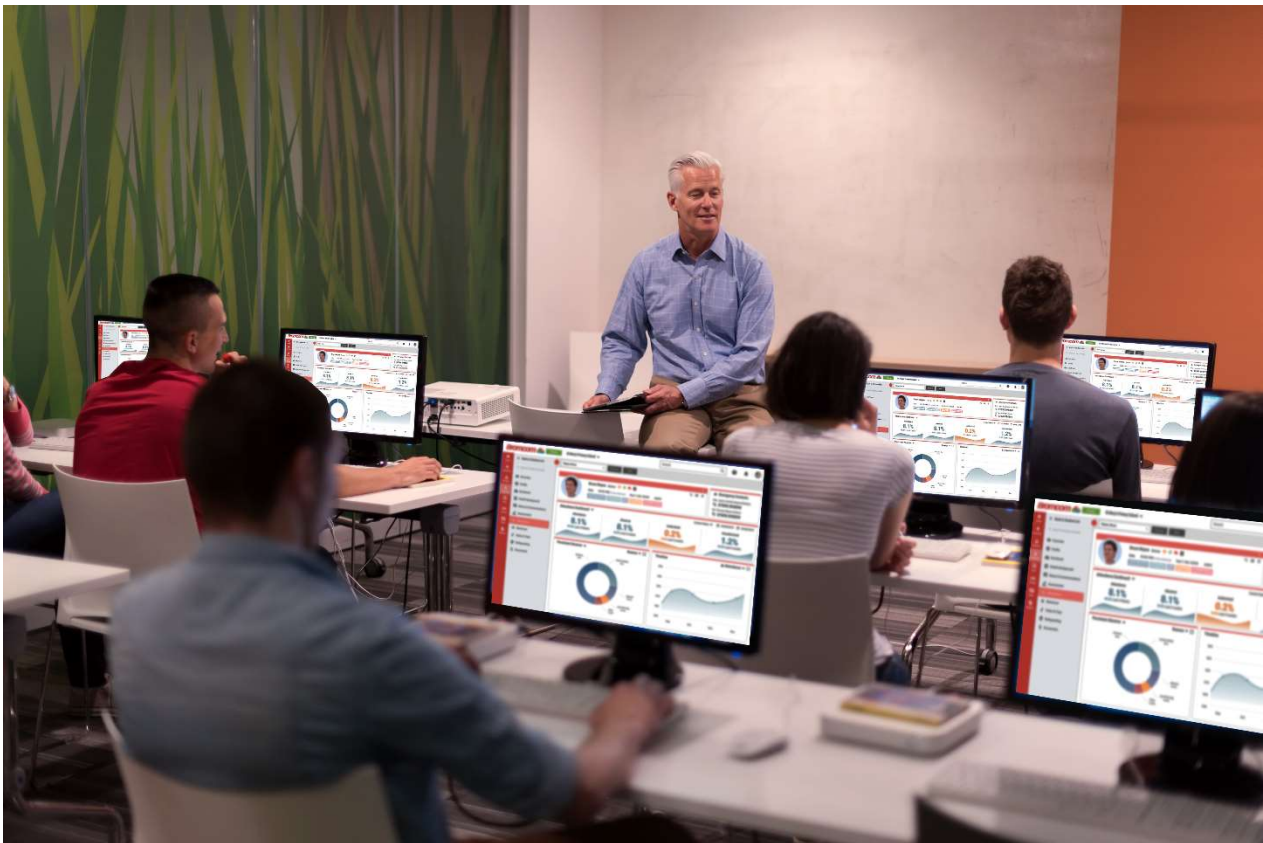


Training Course Agenda

Quick Start Accounts Receivable Primary Schools



Introduction

Target Audience

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

- ✓ Finance Managers
- ✓ Bursars
- ✓ Business Managers
- ✓ Finance Support Staff with Income Collection responsibilities

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 Finance system on a day-to-day basis.

Agenda Overview

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

Part One: Customers

- Overview
- Set Up – Customer products
- Amend Customer
- Enquiries
- Create New Customer
 - Add Customer Contact Details
 - Add Bank Details
 - Documents

Part Two: Invoices

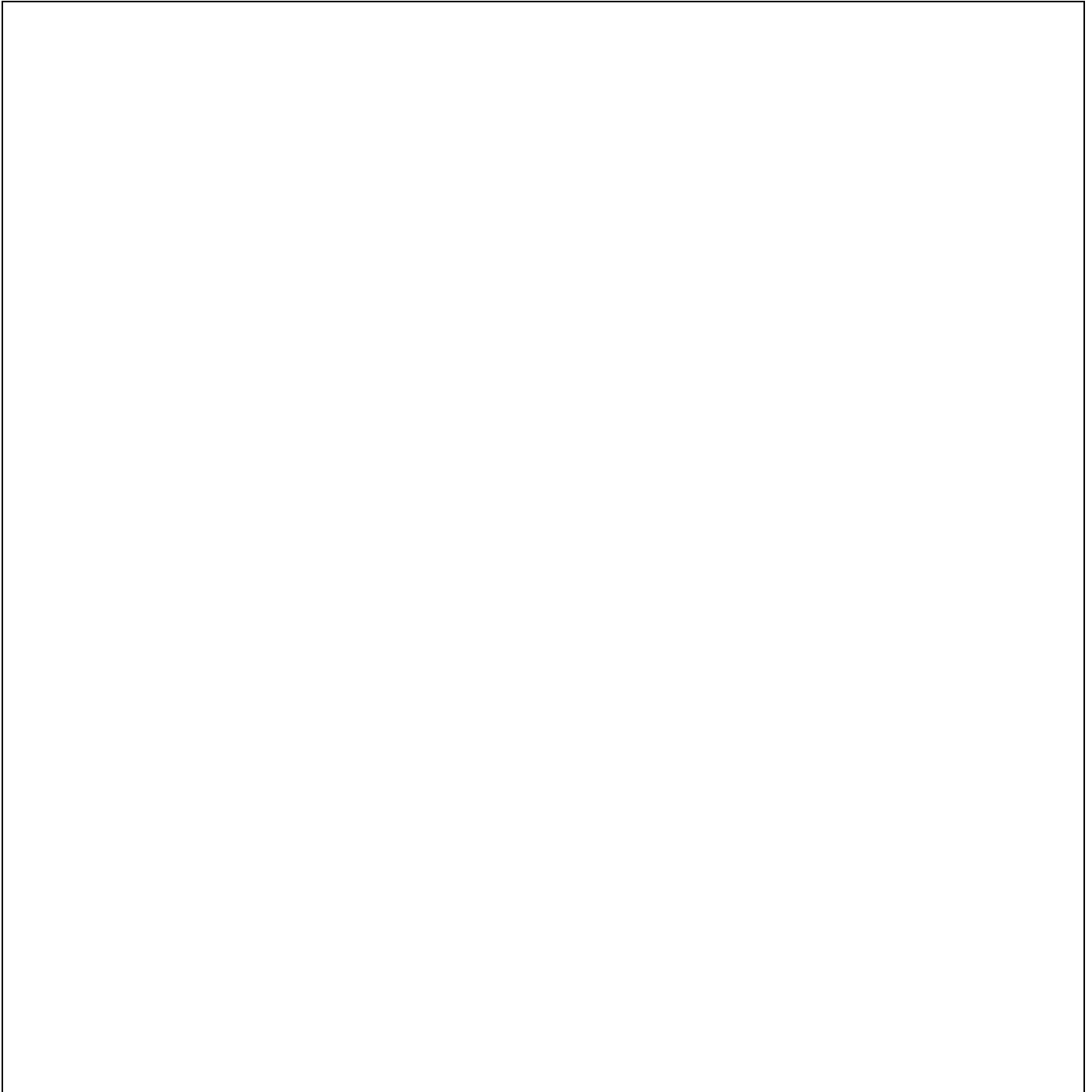
- Set Up
- Invoices
- Authorisation
- Despatch
- Reports

Part Three: Receipts and Pay in Slips

- Invoice Payments
 - cash
 - cheques
 - direct credit,
 - Issuing Receipts to customers
- Paying in slips
- Refunds
- Statements

Part One: Customers

- Overview
- Set Up – Customer products
- Amend Customer
- Enquiries
- Create New Customer
 - Add Customer Contact Details
 - Add Bank Details
 - Documents



Part Two: Sales Invoices

- Set Up
- Invoices
- Authorisation
- Despatch
- Reports

Notes:

Part Three: Receipts and Statements

- Invoice Payments
 - cash
 - cheques
 - direct credit,
 - Issuing Receipts to customers
- Paying in slips
- Refunds
- Statements

Notes: