

Embrace Generic Courses Available

- Embrace Desktop
- General Ledger
- Financial Statements
- Cash Book
- Debtors
- Creditors
- Foreign Creditors
- Standard VAT Reports
- Fixed Assets
- Sales Orders
- Inventory
- Purchasing
- Shipments

TECHNICAL COURSES AVAILABLE

- System Administration
- Report Writer
 - *Beginner*
 - *Intermediate*
 - *Advanced*
- Programming
 - *Beginner*
 - *Intermediate*
 - *Advanced*

Generic Courses

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|-----|-----------------------------|----------------|
| 1. | GENERAL LEDGER | 1-DAY |
| 2. | FINANCIAL STATEMENTS | 1-DAY |
| 3. | CASH BOOK | 1-DAY |
| 4. | FOREIGN CREDITORS | 1-DAY |
| 5. | CREDITORS | 2-DAY |
| 6. | DEBTORS | 2-DAY |
| 7. | FIXED ASSETS | 1.5-DAY |
| 8. | VAT REPORTS | .5-DAY |
| 9. | PURCHASING | 1.5-DAY |
| 10. | SHIPMENTS | 2-DAY |
| 11. | INVENTORY | 2-DAY |
| 12. | SALES ORDERS | 3-DAY |



GENERIC COURSES

**CONTACT YOUR COURSE
ADMINISTRATOR
FOR MORE INFORMATION**

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GENERAL LEDGER

Pre-requisite: Embrace Desktop and Reports

Duration: 1 day

Purpose

Understand the functionality of the general ledger programs including transactions, enquiries, reports and integration of Embrace modules into the general ledger.

Outcomes

- Understand the Embrace general ledger masterfile settings, segment descriptions and copy chart of accounts across all branches.
- Understand use of general, standard, accrual and VAT journals.
- Learn how to import journals from a csv file.
- Understand trial balance reports and the purpose of the year-end clear and roll programs and the Retained Earnings account.
- Maintain and generate general ledger budgets with the option of importing general ledger budgets from a spreadsheet file.

FINANCIAL STATEMENTS

Pre-requisite: Embrace Desktop and Reports

Duration: 1 day

Purpose

Understand how to design, prepare and print financial statements using the financial statement designer.

Outcomes

- Define financial statement formats.
- Run the financial statement calculation.
- Copy financial statements across branches.
- Copy financial statements pages.
- Acquire relevant printed reports.
- Access financial statement enquiries.
- Print financial statements.
- Enquire and report on financial statement design.

CASH BOOK

Pre-requisite: Embrace Desktop and Reports

Duration: 1 day

Purpose

Understand how to maintain and process Cash Book transactions.

Outcomes

- Capture cash book deposits.
- Maintain multi currency cash books.
- Capture cash book transfers and maintain and generate stop orders/debit orders.
- Void cash book entries.
- Maintain forward exchange contracts.
- Reconcile the cash book to the bank statement.
- Print cash book reports.

DEBTORS

Pre-requisite: Embrace Desktop and Reports

Duration: 2 days

Purpose

Manage and maintain debtors effectively with practical application to enable the user to understand master and sub debtors, credit checking, journal entries, recurring billing and control of debtor payment receipts.

Outcomes

- Understand how debtors transactions update the general ledger and the "In Process" balance transactions.
- Understand the update of the debtors module with SALES related and other transactions, the use of the sundry sales program and maintenance of tax numbers.
- Understand the use of debtors debit & credit memos (Journals), prepare debtors statements, and dunning Letters.
- Post, apply, de-allocate debtor payment receipts, write off small outstanding amounts.
- Select invoices for interest charges, maintain debtors overdue finance charges, calculate interest charges.
- Print debtors reports including age analysis and audit reports.

CREDITORS

Pre-requisite: Embrace Desktop and Reports

Duration: 2 days

Purpose

Manage and maintain local creditors effectively with practical application to enable the user to capture creditors transactions, process automatic or manual payments and prepare creditors reconciliations.

Outcomes

- Understand the implication of general ledger accounts used within the creditors module and integration of transactions into the general ledger.
- Understand the implementation and use of master and sub supplier structures.
- Execute operations required to complete Creditor's transactions correctly.
- Maintain on-line creditors reconciliation, local supplier manual payments, manual remittance advice and void payments.
- Understand automatic payments, invoice matching and local claim credit note matching.
- Understand the implication of BEE information attached to a specific supplier.

FOREIGN CREDITORS

Pre-requisite: Embrace Desktop and Reports

Duration: 1 day

Purpose

Manage and maintain foreign creditors effectively with practical application to enable the user to process foreign payments, trace transaction source by means of drill down enquiry levels and generate reports.

Outcomes

- Understand the implication of general ledger accounts used within the creditors module and the integration of transactions into the general ledger.
- Understand the implementation and use of foreign master and sub supplier structures.
- Execute operations required to correctly complete creditor's transactions.
- Maintain on-line creditors reconciliation, foreign supplier manual payments, manual remittance advice and void payments.
- Understand foreign shipment invoice processing, credit note matching and credit note claim matching.

FIXED ASSETS

Pre-requisite: Embrace Desktop and Reports

Duration: 1.5 days

Purpose

Learn how the fixed assets module integrates with other modules. Manage and maintain records related to asset acquisitions, transfers and disposals with the added functionality of a full audit trail, and access to history.

Outcomes

- Understand how fixed asset masterfile settings affect transaction inputs, and the implication of general ledger accounts applicable to fixed assets.
- Capture fixed asset transactions.
- Understand the implication of depreciation parameters attached to an asset and calculate the depreciation.
- Learn how to capitalise work in progress.
- Understand the function of the fixed asset manager process.
- Generate, capture, verify and abort fixed asset counts.
- Understand the asset year end process.

STANDARD VAT REPORTS

Pre-requisite: Embrace General Ledger

Duration: .5 day

Purpose

Learn general ledger value added tax, and gain a basic understanding of transactions and how these affect VAT reports.

Outcomes

- Understand how the various transactions affect VAT reports.
- Understand codes that affect VAT Control Accounts.
- Understand VAT periods within the Embrace context.
- Understand the criteria required to generate value added tax reports using the Embrace 6000 Series report generator and various report output options.
- Generate VAT reports.
- Process VAT Journal Entries.
- Clear VAT Control Accounts at month end.

SALES ORDERS

Pre-requisite: Embrace Desktop and Reports

Duration: 3 days

Purpose

Understand the sales process, sales related transactions including raising quotes, sales orders, backorders, picking slips, invoices, credit notes and to gain visibility into various transactions.

Outcomes

- Create various types of sale orders.
- Create and maintain a quotation and convert into a general sales order.
- Understand the types of transactions available within the sales process, including alternate sales, exceptional demand and indirect indent.
- Understand the return of goods, allowances, discounts and how to deal with on-hold credit accounts and over credit limit sales.
- Manage damaged goods entries, and goods charged for, but not ordered/delivered.
- Process sales for different types of products such as lot & serial controlled, non stocked, substitutes and alternates.
- Manage multiple statuses such as picked, committed and backordered.
Understand the use of other charges.

INVENTORY

Pre-requisite: Embrace Desktop and Reports

Duration: 2 days

Purpose

For users involved with processing inventory related transactions and the creation and maintenance of the relevant masterfile records. Provides the required knowledge for the maintenance of inventory and the optimum use of Embrace features.

Outcomes

- Create and maintain product and inventory masterfile records, including source of supply defaults.
- Understand the transaction required within the inventory process.
- Capture and maintain inventory transactions using the available options.
- Generate picking lists and release stock.
- Process stock adjustment entries.
Understand the use of cross referencing, serial and lot control.
- Process branch stock transfers.

PURCHASING

Pre-requisite: Embrace Desktop and Reports

Duration: 1.5 days

Purpose

For users involved with the procurement of goods and services, providing the required knowledge for purchasing highlighting visibility and tracking of purchase orders, receipts and returns through the entire process.

Outcomes

- Understand the transactions required within the purchasing process.
- Understand the effects of the costing structure on transactions.
- Understand buyer code settings.
- Execute operations required to complete purchasing transactions related to requisitions and purchase orders.
- Process purchase order confirmations, cancellations, receipts, non-conformance and a return to supplier.

SHIPMENTS

Pre-requisite: Embrace Desktop and Reports

Duration: 2 days

Purpose

For users involved with the execution of foreign purchase orders, providing the required knowledge for the complete shipping process, shipment costing, shipment inspection, shipment receipts and shipment claims processing.

Outcomes

- Understand the transactions required within the shipment process.
- Understand the use of the shipment related fields on the supplier and product records.
- Capture and maintain foreign purchase orders and shipment entries using the available applicable options.
- Understand costing parameters maintain costing and receive shipments.
- Process short receipts, damaged and neglected claims and capture claims.
- Utilize available visibility and learn how to track purchase orders.