EMBRACE ERP GENERIC COURSES

Having well trained people is your company's greatest asset

- General Ledger
- Financial Statements
- Cash Book
- Foreign Accounts Payable
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- VAT Reports
- Purchasing
- Shipments
- Inventory
- Sales Orders

EMBRACE
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.

EMBRACE
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 order and debit orders.

▶   Void cash book entries.

▶   Maintain forward exchange contracts.

▶   Reconcile the cash book to the bank statement.

▶   Print cash book reports.

ACCOUNTS RECEIVABLE

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 accounts receivable transactions update the general ledger and the "In Process" balance transactions.

▶   Understand the update of the accounts receivable module with sales related and other transactions, the use of the sundry sales program and maintenance of tax numbers.

▶   Understand the use of accounts receivable debit and credit memos (journals), prepare accounts receivable statements and dunning letters.

▶   Post, apply, de-allocate accounts receivable payment receipts, write off small outstanding amounts.

▶   Select invoices for interest charges, maintain accounts receivable overdue finance charges and calculate interest charges.

▶   Print accounts receivable reports including age analysis and audit reports.

EMBRACE
ACCOUNTS PAYABLE

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 accounts payable transactions, process automatic or manual payments and prepare accounts payable reconciliations.

OUTCOMES

▶ Understand the implication of general ledger accounts used within the Accounts Payable 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 accounts payable transactions correctly.

▶ Maintain online accounts payable 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
ACCOUNTS PAYABLE

PRE-REQUISITE: Embrace Desktop and Reports

DURATION: 1 day

PURPOSE

Manage and maintain foreign accounts payable 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 accounts payable 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 accounts payable transactions.

▶ Maintain on-line accounts payable reconciliation, foreign supplier manual payments, manual remittance advice and void payments.

▶ Understand foreign shipment invoice processing, credit note matching and credit note claim matching.

EMBRACE 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.

EMBRACE STANDARD VAT REPORTS

**PRE-REQUISITE:** Embrace General Ledger

DURATION: 0.5 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.
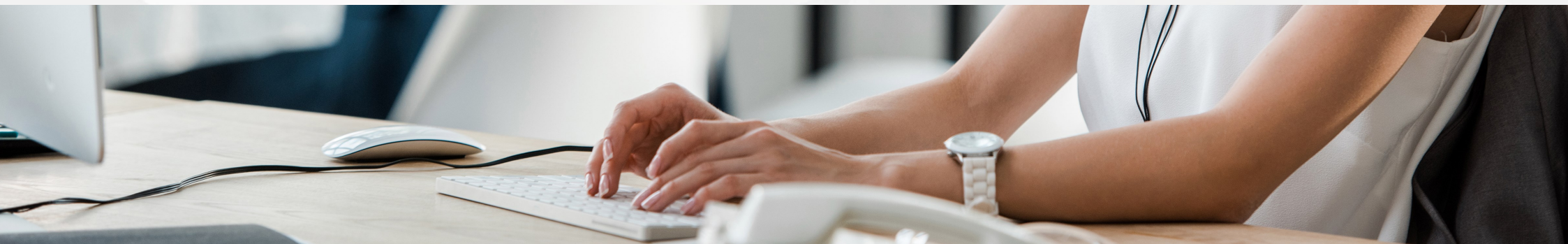
EMBRACE SALES ORDERS

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.

EMBRACE INVENTORY

PRE-REQUISITE: Embrace Desktop and Reports

DURATION: 2 days

PURPOSE

Process inventory related transactions and create and maintain 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.

EMBRACE 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.

EMBRACE 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.

▶ Utilise available visibility and learn how to track purchase orders.

EMBRACE ERP ACADEMY

Empower employees with the skills they need to do their jobs better, achieve more faster and help give you an edge.

The Embrace ERP Academy is the hub that drives training for clients during and after an ERP implementation. Well-equipped training rooms are available as well as skilled and experienced facilitators in all Embrace modules, ensuring comprehensive training.

An efficient monitoring system keeps track of all client training records and clients are alerted of any upcoming training events that will further optimise their Embrace experience and usage.

Contact your course administrator for more information.

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