

GOVERNMENT OF SAMOA

Ministries Training Development Program

Date: 16 July 2012
Duration: 2 and 1/2 hours
Venue: Level 2, CBS building

TOPIC	TRAINING OUTLINE	OFFICERS	DATE	TIME	MINISTRIES
Purchasing and Payments	1. Refresher training on the purchasing and payment process, using an example we will go through, how to: <ul style="list-style-type: none"> - AP Chart Management - Checking funds available/Budget enquiry - Raising a Requisition - Receipting of goods/services - Matching invoice against PO - Amending a PO - Raise a Direct Invoice - Approving document files - Monitoring of Commitments and Suspended Documents - Cancelling a receipt and PO - Performing enquiry on AP 	Purchasing & Accounts Payable Officers	Monday 16th July 2012	9:30am – 12pm	1. MAFF 2. MCIT 3. MJCA 4. MCIL
				1:30 – 4:00pm	1. Audit 2. PSC 3. MWCSD 4. Ombudsman
			Tuesday 17th July 2012	9:30am – 12pm	1. Legislative Assembly 2. Electoral Voters 3. Law Reform
Accounts Receivable	1. Refresher training on the Accounts Receivable and revenue process, we will go through: <ul style="list-style-type: none"> - AR Chart and Ledger Management - Requesting an Item Code - Raising an Invoice - Raising a Credit Note and submit for approval 	Accounts Receivable Officers & Cashiers	Tuesday 17th July 2012	1:30 – 4:00pm	1. MAFF 2. MCIT 3. MJCA 4. MCIL

	<ul style="list-style-type: none"> - Raising a debtor receipt and applying receipt against a debtor's invoice - Raising a General Receipt - Cancelling a Receipt <p>2. Monitoring and Reviewing of Debtor's Account</p> <ul style="list-style-type: none"> - AR enquiry - Producing Aged Analysis and Unapplied Credits Reports <p>3. Applying Outstanding Transactions</p> <p>4. Reconciling Employee Debtors</p>		<p>Wednesday 18th July 2012</p>	<p>9:30am – 12pm</p>	<ol style="list-style-type: none"> 1. Audit 2. PSC 3. MWCSO 4. Ombudsman 5. MPMC
				<p>1:30 – 4:00pm</p>	<ol style="list-style-type: none"> 1. Legislative Assembly 2. Electoral Voters 3. Law Reform 4. MFAT 5. MOR
Review and Monitoring	<p>Training will include;</p> <ol style="list-style-type: none"> 1. Understanding Charts and Ledger Setup within Finance One 2. Producing reports/enquiries within Finance One for management/monitoring <ol style="list-style-type: none"> a) Procure to Pay <ul style="list-style-type: none"> - Checking funds available/Budget enquiry - Reviewing Commitments and Suspended documents - Tracking of payments and understanding payment details - Producing Aged Analysis Report - Producing Unapplied Debits Report - Carrying out a general search enquiry/ build your own enquiry b) Accounts Receivable <ul style="list-style-type: none"> - Enquiring on a debtor's account - Producing Aged Analysis Report - Producing Unapplied Credits Report - Applying outstanding transactions - Reconciling Employee Debtors 	Principal & Senior Accountants	<p>Thursday 19th July 2012</p>	<p>10.00am– 12pm</p>	<ol style="list-style-type: none"> 1. MAFF 2. MCIT 3. MJCA 4. MCIL
				<p>1:30pm – 3:30pm</p>	<ol style="list-style-type: none"> 1. Audit 2. PSC 3. MWCSO 4. Ombudsman 5. MPMC
			<p>Friday 20th July 2012</p>	<p>10:00am – 12pm</p>	<ol style="list-style-type: none"> 1. Legislative Assembly 2. Electoral Voters 3. Law Reform 4. MFAT 5. MOR