



FIGARO BACK OFFICE

Client Payments

About the course

The purpose of this course is to ensure delegates can set up and maintain clients in the payment system and to generate and post payment requests. The course is based on everyday scenarios and includes a hands-on element using a generic FIGARO system.

Course Objectives

On completing the course, the successful delegate will be able to:

- Set up a client in the payment system to receive 3 different payments
- Assign a 3rd Party cheque recipient to a client
- Exclude a bargain from being included on a payment
- Generate & Post requests for a regular transfer
- Input and process manual rejections

Who should attend the course?

- This course is designed for Cashiers who already possess a basic knowledge of FIGARO Back Office.
- It is suitable for both new users and those experienced users who have learnt on the job and want to fill gaps in their knowledge

Course Prerequisites

- Delegates should have already passed Figaro Accounts Overview.

Course Content

Part 1: Payment System & Configuration

- Payment Methods
- Set up Clients
- 3rd Party Details
- Bargain Inclusions/Exclusions

Part 2: Generating & Posting Requests

- Generate, View and Amend Requests
- Manual Payments
- Post to Accounts
- Rejections

Course Details

- Duration: 3 hours
- Course booking reference: **CLIENTh835**

Course Venues

Courses can be held at our fully equipped training facilities in London (details below) or delivered on your premises

- JHC Plc, Ground Floor West, Cottons Centre, Cottons Lane, London SE1 2QG

Contacting JHC Plc

For information on booking this course please contact our training department:

- Ph. 0207 367 6534
- Email: training@jhc.co.uk

