



Figaro Management Fees Client Set Up & Processing

About the course

The purpose of this course is to provide users with the knowledge required to: define client fee preferences, create a selection of invoices and to manage them through the Fees lifecycle. 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:

- Define client fee preferences
- Create client fee groups
- Explain the meaning of the following key words: fee type, fixed fee, invoice, valuation based invoice, periodic invoice, charge code, sharing code.
- Create, amend and post a fixed fee invoice
- Create, amend and post a valuation based invoice
- Create, amend and post a periodic valuation based invoice
- Create, amend and post a credit note
- Explain the contents of the invoice calculation window

Who should attend the course?

- This course is designed for Users 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 basic knowledge of MS Windows.

Course Content

Part 1: Overview & Client Set Up

- Overview of Management Fees
- Client Fee Preferences
- Stock Exclusions
- Invoice Groups

Part 2: Processing Fees

- Generation of a Fee
- Fee Calculation
- Ad hoc Fees
- Fee Administration
- Credit Notes
- Delegate Test

Course Details

- Duration: 3 hours
- Course booking reference: **FIGAROOK1m**

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

