



SAM

London



PTP
OTC
RTR
RPTP
OTC

ACADEMY OF FINANCE for Shared Service Centers

2024

London SAM

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LONDONSAM POLSKA

We are an International company specializing in finance and management training and supplying top education services to many business sectors. Since our operation began in Poland, we have successfully trained over ten thousand people, including top managers from different business environments and our clients have frequently confirmed the quality of our trainings.

Our partners help us supply the best quality tuition, which translates into exceptionally high level of our training services. Here, we would like to mention ACCA (Association of Chartered Accountants) of which we are Tuition Provider, CIPP (Certified Institute of Payroll Professionals), PMI (Project Management Institute) and, as of late, INSEAD The Business School for the World, a France-based highly rated establishment. All that proves that we never stop developing and confirms the high standard of the services rendered by LondonSAM Polska.



Academy of Finance PtP, OtC, RtR – IDEA

The main idea of the Academy was born from the fact that accountants working in shared service centers deal with financial issues, which are grouped into 3 main processes - Purchase to Pay (PtP), Order to Cash (OtC) and Record to Report (RtR). Companies first buy goods and services through the PtP process, then sell their products to customers through the OtC process. Finally, the RtR process takes over the responsibility for closing financial statements and preparing reports. Therefore, the first day of the Academy covers the PtP process, the second - OtC, and the third - RtR, to show the entire 3-step process in the area of finance and accounting.

PARTICIPANT PROFILE AND BENEFITS

The training is aimed at young people who are looking for professional accounting courses to build a bridge between the regulations and principles set by professional accounting institutions and real everyday work. It is also intended for employees of SSC and BPO accounting departments, because the Academy offers comprehensive accounting knowledge that SSC accountants must have in order to perform their work in the best possible way.

Benefits for participants:

- A unique project - one of a kind in Europe
- First-hand knowledge from accounting experts
- All sessions live online
- Favorable price, discounts for groups
- Flexible learning option

Module I Purchase to Pay - PtP

1. General scope of the PtP process
 - Demand
 - Collecting and selecting the offer
 - Order
 - Delivery
 - Receiving the invoice
 - Entering the invoice into the books
 - payment
2. Purchases – documenting purchase transactions
 - Provisions of the Accounting Act and the VAT Act regarding documenting purchases
 - Pro-forma invoice, VAT invoice, correction invoice, credit notes and debit notes
 - Receipt of purchase documents, including electronic document circulation
 - Automation of the invoicing process - self-invoicing and EDI (Electronic Data Interchange)
3. Including purchase invoices in the accounting books
 - Cost invoices, including accrued costs
 - Cost accounting by type
 - Cost recognition by cost center
 - Invoices for the purchase of fixed assets and intangible assets
 - Purchase of materials and goods
 - Account analytics - "purchase settlement" - uninvoiced deliveries or goods on the way
 - Reflection of accounts relating to the purchasing process in the financial statements
4. Liabilities for deliveries and services
 - Definition of liabilities and their valuation in the light of the Accounting Act and IFRS
 - Payment methods
 - Payment process
 - Recognition of payments in the accounting books
 - Interest on liabilities
5. Reserves and accruals
6. Financial statements - the impact of the PtP process on the data contained in financial statements
 - Examples of financial statements according to IFRS or US GAAP
 - Discussion of the structure of the balance sheet and profit and loss account
 - The impact of recognizing purchase invoices on the form of financial statements
 - Turnover indicator
 - Settlement of exchange rate differences - payments in foreign currencies

Module II Order to Cash - OtC**1. General scope of the OtC process**

- ▶ Agreement/contract Delivery and release of goods
- ▶ Issuing a sales invoice
- ▶ Recognition of the sales invoice (revenue) in the accounting books
- ▶ Payment
- ▶ Debt collection

2. Settlements - sales documentation

- ▶ Provisions of the Accounting Act and the VAT Act regarding sales documentation
- ▶ Pro-forma invoice, VAT invoice, correction invoice, credit notes and debit notes
- ▶ Electronic document circulation
- ▶ Automation of the invoicing process - self-invoicing and EDI (Electronic Data Interchange)
- ▶ Recognition of sales in accounting accounts
- ▶ Reflection of sales process settlements in the financial statementAccounts

3. Receivables - receivables and sales revenues

- ▶ Revenue recognition
- ▶ IFRS 15 - new rules for recognizing revenue in the light of international regulations
- ▶ 5-step revenue recognition model
- ▶ Revenue recognized at the moment and spread over time
- ▶ Special cases of revenue recognition, e.g. sales with the right of return, turnover bonuses, loyalty programs
- ▶ Presentation of sales revenues in the financial statements
- ▶ Profitability analysis based on the profit and loss account and balance sheet

4. Write-offs revaluating receivables

- ▶ The concept of an impairment loss
- ▶ National regulations - CRS 4 Impairment of assets
- ▶ International regulations - IFRS and US GAAP
- ▶ Tax aspects of recognizing impairment losses
- ▶ Analysis of the possibility of including an impairment loss as tax deductible costs

5. Financial statements - the impact of OtC on the data contained in the financial statements

- ▶ Examples of financial statements prepared in accordance with IFRS or US GAAP
- ▶ Discussion of the balance sheet and profit and loss account
- ▶ The impact of revenue recognition on the shape of the financial statements
- ▶ DSO - selected elements of financial analysis in the field of trade receivables and profitability
- ▶ Settlement of exchange rate differences - payments in foreign currencies

Module III Record to Report - RtR**1. General scope of the RtR process**

- Intangible assets and fixed assets
- Write-off of receivables
- Inventory valuation and inventory write-downs
- Cash valuation (calculation of exchange rate differences and accrued interest)
- Recognition of changes in equity
- Calculation and recognition of provisions
- Valuation of trade and service liabilities
- Valuation and recognition of financial assets and liabilities
- Calculation and recognition of current and deferred tax
- Classification of short- and long-term assets and liabilities
- Reconciliation of transactions and settlements between entities
- Consolidation package for the purposes of preparing consolidated financial statements
- Statutory financial statements

2. Reporting

- Consolidation package
- Reconciliation of transactions and settlements between subsidiaries
- Financial Statements

3. Fixed assets and intangible assets in the light of the Accounting Act and IFRS

- Basic definitions
- Principles of recognition and valuation of fixed assets
- On the day of entry into the register for the first time
- As of the next balance sheet date
- Fixed assets under construction
- Records of fixed assets for tax purposes - cooperation with the tax department
- Inventory of fixed assets (physical inventory)
- Impairment of assets in the field of non-current assets
- Basic definitions
- IFRS and US GAAP regulations
- Example regarding fixed assets and intangible assets
- Cessation of recognition in the books
- Sale
- Liquidation
- New leasing regulations in US GAAP and IFRS after January 1, 2019
- New definitions
- Financial and operational leasing after changes
- Identification of industries for which the impact will be significant
- Example of leasing settlement after changes

4. Calculation and recognition of deferred tax

- Premises for determining deferred tax
- Temporary and permanent differences
- The provisions of the Accounting Act together with the National Accounting Standard No. 2
- IAS 12 Income Taxes
- Examples of the formation of positive and negative temporary differences
- Methods of determining deferred tax
- Case study

KEYNOTE SPEAKER

Roman Seredyński, MBA

Certified Auditor, Managing Partner

He started his professional career in an international auditing company. He participated in numerous projects, including auditing financial statements, including those of listed companies, transforming financial statements in accordance with IAS/IFRS and HGB, preparing Due Diligence financial analyzes and enterprise valuation. He has extensive experience in the field of International Accounting Standards. Currently, he is a managing partner at UHY ECA S.A.

Roman is the author of numerous articles in the field of auditing and financial reporting and a valued lecturer. He has been a LondonSAM Polska trainer for 8 years, specializing in accounting and finance issues. He has successfully conducted training projects for companies such as: IBM, ArcelorMittal, BNP Paribas Fortis, Lundbeck, Electrolux, Capgemini, Volvo, Tate&Lyle and others.

TRAINING DETAILS

Duration: 1 module – 1 training day

Date: Module 1 – April 18, 2024 – PtP

Module 2 – April 29, 2024 – OtC

Modul 3 – April 22, 2024 – RtR

Time: 9:00-15:30

Training location: Zoom meeting platform

Language: Polish

Price: PLN 1 250 net + VAT / module

PLN 2 850 net + VAT / entire training

Promotion until February 20, 2024

/10% discount - for individual registrations

/15% discount - for registration of at least 2 people

The price includes the following items:

/Workshops conducted by a professional trainer,

/Comprehensive training materials,

/Certificate confirming participation in the course.

If you have any additional questions, please contact us:

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