

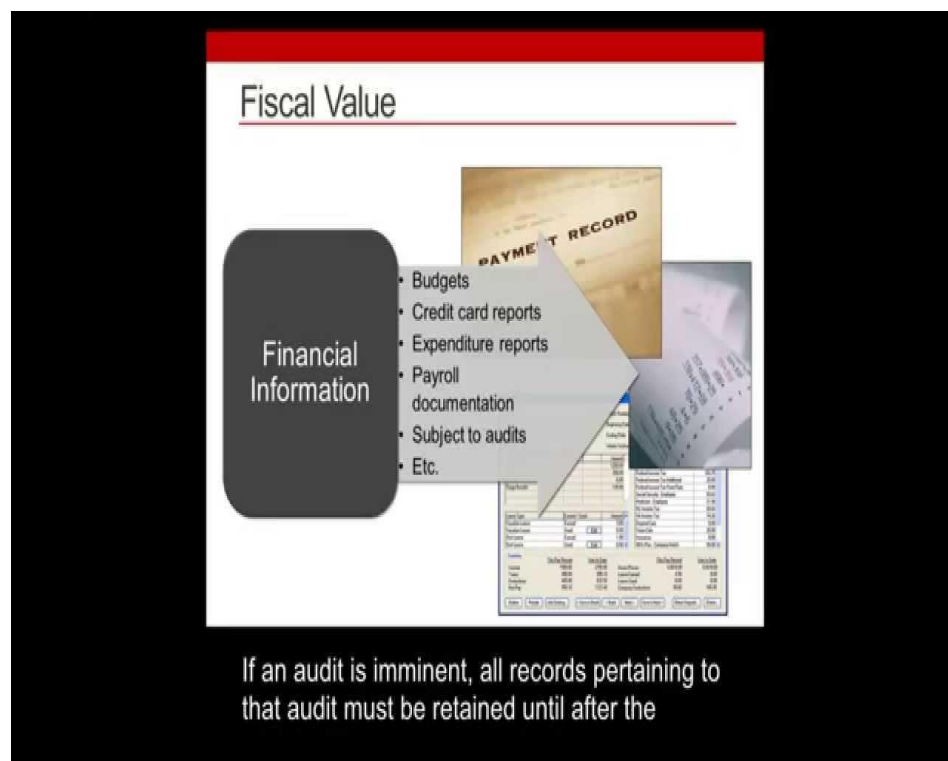


Accounting Records Management Training

Venue: Sunstar Hotel, Garden Estate, Nairobi
Workshop meals & Certification)

Fee: USD 790 (Tuition and

Accounting Records Management Training



Organizations rarely see the connection between the breakdown or complete collapse of record systems and larger problems or **failures of financial management**.

This training addresses and presents significant initiatives that ought to be put in place to bring attention to the

deterioration of those records that should underpin financial management and thus provide a safeguard against **corruption and fraud**. The training addresses issues that tend to lead to the poor record keeping systems as well as address the different strategies that may be adopted by project financiers to gain control over financial management processes, support financial accountability and reduce the spread of economic crimes.

In sub-Saharan Africa, financial management systems have deteriorated with serious implications for accountability. Evidence of this includes instances where corruption and thefts of government assets have gone unchecked. Many efforts to strengthen financial controls have

failed because the fundamental structures needed to underpin them are often overlooked; this includes record keeping.

Accountability and Control

Records management reinforces financial management controls and supports accountability. The ability to establish who did what, when, why and how is a powerful means of deterring individuals from engaging in fraud or corruption, thus enforcing accountability. Well-managed records provide an



unbiased account of responsibility and liability. Authentic, reliable records provide an unambiguous link between the authorization to carry out a transaction, the particular individual concerned and the date. Thus, records can identify abuse, misuse and non-compliance with financial instructions.

Course Aims

This module has seven primary aims. These are

- 1.To explain the importance of good record keeping for efficient and effective financial management
- 2.To outline the role and importance of stakeholders in financial records management
- 3.To explain the business functions and processes of financial management, in relation to the records generated
- 4.To examine the information systems and records created by financial management
- 5.To outline how to manage financial records in a mixed paper/electronic records environment
- 6.To introduce the concepts involved with integrated financial management systems
- 7.To explain where to go for more information.



Course Objectives

When you have completed this module, you will be able to understand the importance of good record keeping for efficient and effective financial management

2. appreciate the role and importance of stakeholders in financial records management
3. understand the business functions and processes of financial management, in relation to the records generated
4. understand the information systems and records created by financial management

5. know how to manage financial records in a mixed paper/electronic records environment
6. understand the basic concepts involved with integrated financial management systems
7. know where to go for more information.

Legal requirements to retain accounting records such as bank statements, invoices, cash books and tax documentation can be costly for businesses if not managed correctly. With high storage costs for paperwork and manual data capture processes.

Kenvision Techniks provides accredited training services for accounting records management helping businesses to digitize and protect records, cut costs and improve efficiencies.

Partnership Service

We provide training on partnership approach for Accountants, helping financial organizations to offer a digitization service to their clients to: -

Scan or Archive Records

Digitize and back up important paperwork

Enable financial documentation to be found quickly using a simple keyword search

Low cost cloud document management solution to store, retrieve and access information quickly and easily

Document scanning skills

Knowledge on using a unique office management system, is great component to enable staff to identify peaks.

Invoice Scanning with Automated Capture

Skills on automated invoice processing solution enables information such as supplier names, amounts and logos to be automatically extracted from fax, email, electronic and paper invoices.

Invoice data skills such as purchase order and supplier names validated against existing data files before import into existing systems.

Skills on workflow utilized to divert invoices to the correct department for approval, query or reject.

Insolvency Records Management

Document Management can be an issue for *Insolvency Practitioners* who, due to the financial nature of their business, have to retain many different types of financial records for long periods of time. Issues with documents taking over office space, high storage costs and data protection can be a common problem.

Kenvision Techniks trains accounts staff how to scan organization insolvency records and store them in digital format, enabling records to be found quickly company voluntary

arrangement



Course Schedule: Week 1

Accountability

- The Need for Accountability
- Strategies for Supporting Accountability
- Role of Financial Management
- Records and Financial Accountability

Corruption

- Corruption: The Problem
- Building a Consensus on Corruption
- Anti-Corruption Strategies
- Corruption, Fraud, Records Management and Records
- The Role Records in Anti-Corruption Strategies

Public Sector Financial Management

- The Need to Strengthen Financial Management
- Efforts to Improve Financial Management
- The Importance of Underlying Control Systems

The Role of Control Systems

- Accounting and Auditing
- Layers of Control: Auditing, Accounting and Records Management

- The Role of Records Management as a Control System
- Anti-Corruption Strategies
- Corruption, Fraud, Records Management and Records
- The Role Records in Anti-Corruption Strategies

Accountability Initiatives to Strengthen Financial Management

- Framework for Financial Accountability
- Lack of Evidence Undermines Accountability Initiatives
- Evidence and Technological Solutions

The Way Forward: Records Solutions

- The Importance of High Level Support for Records Management
- Replacing False Assumptions with Practical Solutions

Week 2

1: The Importance of Record Keeping for Financial Management

2 Stakeholders

3 The Financial Management System: Business Functions, Processes and Outcomes

4 Financial Management Functions: Information Systems and Records



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5 Managing Financial Records in a Mixed Paper/Electronic Environment

6 Integrated Financial Management Systems

7 What to Do Next

