

SYLLABUS FOR GBS Certification

30 hours course provides overview of major Finance & Accounting towers:

- Ø Accounts Payable (P2P, Procure To Pay)
- Ø Accounts Receivable (O2C, Order To Cash)
- Ø General Ledger Accounting & Reporting (R2R, Record To Report), including basics of accounting

Course Topics in detail :

1) What is GBS and Shared Services?

2) Revision of Basic Accounting Principle

3) Accounts Payable (P2P)

- Meaning of Procure to Pay
- Procure to Pay – End to End Cycle
- Procure to Pay – Activities (Detailed)
- Types of Invoices – Non PO, PO, Service Invoice and Rush Invoices
- Invoice Entry and Indexing
- Processing - 2/3 way match
- E-invoicing including EDI
- Risks and Controls
- Vendor Reconciliations
- Accounting View
- Travel and Expense Processing - Detailed Process
- Service Levels and Key Performance Indicators

4) Accounts Receivable (O2C)

- Meaning of Order to Cash
- Order to Cash – End to End Cycle
- Order to Cash – Activities (Detailed)
- Receivable Management – Dispute Resolution
- Leading Best Practices for OTC Operations
- Service Levels and Key Performance Indicators

5) General Ledger Accounting & Reporting (R2R) – (12 Hours)

- Record To Report Overview
- Balance Sheet Account Reconciliations
 - Reconciliation Criteria's
 - Reconciliation Policy
 - Segregation of Duties (Preparer, Reviewer & Approver)
- Bank Account Reconciliations
- Month End Close
- Journal Entries
- Fixed Asset Accounting
- Revenue Recognition
- Lease Accounting
- Cash Flow Statement
- Service Levels and Key Performance Indicators



Course Coordinator