



HKICPA Workshops: IT Series - Building Controls into ERP Systems

(February to May 2016)

This series of workshops revolves around the embedding of controls in the design of enterprise resource planning (“ERP”) systems for 4 critical end to end processes. Each workshop lasts for 3 hours comprising introduction of concepts, case study discussions and experience sharing. The first workshop about the Procure to Pay process was completed in November 2015. The 3 coming workshops will be held between February and May 2016, covering the Order to Cash process, Record to Report process and Inventory Management process.

Date/Programme code	Time	Topic
Saturday, 28 November 2015 (W151128BS)	9:30 a.m. – 12:30 p.m.	Building Controls into ERP Systems – Procure to Pay Process
Saturday, 27 February 2016 (W160227S)	9:30 a.m. – 12:30 p.m.	Building Controls into ERP Systems – Order to Cash Process
Saturday, 23 April 2016 (W160423S)	9:30 a.m. – 12:30 p.m.	Building Controls into ERP Systems – Record to Report Process
Saturday, 21 May 2016 (W160521S)	9:30 a.m. – 12:30 p.m.	Building Controls into ERP Systems – Inventory Management Process

Venue	W160227S & W160423S: Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong W160521S: KPMG Training Centre, 28/F., Oxford House, Tai Koo Place, 979 King’s Road, Quarry Bay, Hong Kong
Format	Workshop
Language	English
Fee (For each workshop)	HK\$750 for HKICPA member or student; and IA/ HKIAAT member or student HK\$1,500 for non-member
Participants	Audit, finance and IT professionals who are involved in the design and evaluation of internal controls
Competency*	Auditing and assurance; Risk management; Information technology; Accounting and financial reporting; Management accounting
Rating*	Intermediate level
CPD hours (For each workshop)	3

* For descriptions of competency and rating, please refer to the Institute’s online CPD Learning Resource Centre.



About the programme

This series of workshops will discuss the 4 critical end to end business processes and the building of controls into ERP systems. The speaker will work with participants to walk through each process, identify risks areas, determine internal controls that are needed to mitigate the risks and demonstrate how a well-designed ERP system not only improves controls but also brings about managerial and operational efficiencies. In the workshops, the speaker and participants will share their own experiences and discuss practical internal controls and process design questions.

Objectives

- Understand how internal controls can be embedded into the design of an ERP system.
- Understand how to develop an effective and efficient audit plan by knowing what to look for.

W151128BS – Building Controls into ERP Systems – Procure to Pay Process

Course outline

This workshop takes participants through the end to end Procure to Pay process comprising:

- Requisition and ordering
- Receiving goods and services
- Invoice processing
- Payment processing
- Travel and expense claims processing

W160227S – Building Controls into ERP Systems – Order to Cash Process

Course outline

This workshop takes participants through the end to end Order to Cash process comprising:

- Customer order processing
- Delivery management
- Billing
- Payment collection

W160423S – Building Controls into ERP Systems – Record to Report Process

Course outline

This workshop takes participants through the end to end Record to Report process comprising:

- General ledger recording
- Sub ledger reconciliations
- Month end closing
- Local vs group statutory reporting
- Management reporting

W160521S – Building Controls into ERP Systems – Inventory Management Process

Course outline

This workshop takes participants through the end to end Inventory Management process comprising:

- Inventory receipt and dispatch
- Returns, write offs and destruction
- Cycle count and reconciliations



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

About the speaker

Ms. Lolita Edralin, Regional Stabilisation Lead - SAP implementation, British American Tobacco ("BAT")

Ms. Edralin is a qualified accountant with over 30 years of audit and commercial experience. This includes 9 years of external audit experience with Arthur Andersen & Co, and over 20 years of senior management positions at BAT, where she served as Finance Director for Greater China Area, Head of Finance for Asia Duty Free, Head of ASEAN Audit and Finance Lead for Regional SAP implementation. Ms. Edralin has led the implementation of 2 SAP projects in BAT. The most recent one being the Regional SAP implementation for 24 markets in Asia Pacific, involving 430 full time user resources and over 50 SAP consultants.

Ms. Edralin obtained her Executive MBA from the Chinese University of Hong Kong. She is a member of HKICPA and AICPA.



**To confirm your CPD booking,
 just log on to "My CPA" at
<http://www.hkicpa.org.hk>**

HKICPA Event Enrolment Form (For Support Programme)

Finance & Operations Department,
 Hong Kong Institute of CPAs,
 37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Payment & Enrolment Status Enquiry: 2287 7381
 e-mail: finance@hkicpa.org.hk
 Fax : 2893 9853

Course Information Enquiry:
 2287 7386 / 2287 7253
 e-mail: cpd@hkicpa.org.hk

FOR OFFICE USE

Deadline: 7 working days before the date of the programme

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address ^{*(2)} (Block Letters)	Programme Code	Fee (HK\$)
	No.	Status ⁽¹⁾					
1							
2							
3							
4							

* *Email address is for enrolment confirmation purpose. Please refer to note (2) for details.*

Total (HK\$)	
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I am unemployed and not working. I am planning to rejoin the workforce.
 The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.
 The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : _____ Tel No. : _____ Fax No. : _____ E-mail : _____

Payment Method (Please tick the appropriate box)

Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA" ⁽⁶⁾

VISA / MasterCard BOC HKICPA UnionPay card

Card Number:		Card Expiry Date (MM/YY):	
Cardholder's Name (block letters):	Cardholder's Signature:	Date:	

I would like to have an official receipt. (Remarks: Official receipt will be sent to your email address provided above).

- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
 - Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
 - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
 - All applications are on a first-come-first-served basis.
 - Application by fax will ONLY be accepted when payment is made by credit card. Cash is strictly not accepted. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
 - Please issue SEPARATE CHEQUE for each event.
 - NO REFUND/CANCELLATION will be entertained after the application is processed.
 - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
 - The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
 - Your personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis and, if applicable, for validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.
 - No unauthorized audio or video recording is allowed at CPD events.

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled.
 (Remarks: For payment by credit card, refund will be made directly to your credit card.)

Name:	Name:
Address:	Address: