



IT Series – Building Controls in ERP Systems

(February to May 2018)

This series of workshops will discuss the 4 critical end to end business processes and the building of controls when designing ERP systems. The speaker will work with participants to walk through each process, identify risk 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.

After joining the workshops, participants will gain knowledge about:

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

| Topic/ Programme code | Date and Time |
|---|--|
| Building Controls in ERP Systems – Order to Cash Process (WSHP18022401) | Saturday, 24 February 2018 9:30 a.m. – 12:30 p.m. |
| Building Controls in ERP Systems – Inventory Management Process (WSHP18032402) | Saturday, 24 March 2018 9:30 a.m. – 12:30 p.m. |
| Building Controls in ERP Systems – Procure to Pay Process (WSHP18042101) | Saturday, 21 April 2018 9:30 a.m. – 12:30 p.m. |
| Building Controls in ERP Systems – Record to Report Process (WSHP18052601) | Saturday, 26 May 2018 9:30 a.m. – 12:30 p.m. |



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|--|--|---|
| Venue | Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong | |
| Format | Workshop | |
| Language | English | |
| Fee (For each workshop) | HKICPA member or student: IA/ HKIAAT member or student: Non-member: | HK\$750 (online enrolment: HK\$740) HK\$750 HK\$1,500 |
| Speaker | Ms. Lolita Edralin Regional Stabilisation Lead - SAP implementation, British American Tobacco ("BAT") (Speaker's profile is printed on next page) | |
| Participants | Audit, finance and IT professionals who are involved in the design and evaluation of internal controls in ERP system | |
| Competency* | Auditing and assurance; Risk management; Information technology; Management accounting; Accounting and financial reporting | |
| Rating* | Intermediate level | |
| CPD hours (For each workshop) | 3 | |

* Please refer to the Institute's online [CPD Learning Resource Centre](#) for descriptions of competency and rating.

About the programme

Building Controls in ERP Systems – Order to Cash Process (WSHP18022401)

Course outline

This workshop will cover the following topics:

- Customer order processing
- Delivery management
- Billing
- Collection and clearing

Building Controls in ERP Systems – Inventory Management Process (WSHP18032402)

Course outline

This workshop will cover the following topics:

- Inventory receipt and dispatch
- Cycle count
- Write off and destruction



About the programme

Building Controls in ERP Systems – Procure to Pay Process (WSHP18042101)

Course outline

This workshop will cover the following topics:

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

Building Controls in ERP Systems – Record to Report Process (WSHP18052601)

Course outline

This workshop will cover the following topics:

- General ledger recording
- Fixed assets recording
- Intercompany transactions / balances recording
- Financial reporting
- Management reporting

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 and is currently pursuing a Doctorate Degree with The Hong Kong Polytechnic University. 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 | | | | | | | |
| Total (HK\$) | | | | | | | |

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 : _____
Contact information is used solely for communication of this particular event, without update to your member profile.

Payment Method (Please tick the appropriate box)

Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA" ⁽⁷⁾

BOC HKICPA VISA BOC HKICPA UnionPay card Other VISA / MasterCard

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

Payment receipt will be sent to your email address provided above once the payment is confirmed.

- 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.
 - Confirmation of enrolment will be sent to you via email. You can check your enrolment status at "MyCPA" at www.hkicpa.org.hk. Unsuccessful enrolment will be notified with full refund.
 - 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.
 - For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
 - Please issue SEPARATE CHEQUE for each event.
 - In normal circumstances, the event fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the event be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
 - 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.
 - No unauthorized audio or video recording is allowed at CPD events.

Personal Data: Your personal data collected from the enrolment process and administration of courses/events/activities 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. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of 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/>.

For non-member and firm payment by cheque, please fill-in your postal address for refund.

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