

**KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)  
NANJANAPURAM, ERODE – 638 107**



**KASC ACADEMY OF EXCELLENCE**

**Academic Year 2020 - 2021**

**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**VALUE ADDED COURSE ON  
ASSOCIATE TRANSACTIONAL F&A IN BUSINESS  
PROCESS MANAGEMENT (INFOSYS)**

**Infosys®  
BPM**

**Course Duration**

**40 Hours (Theory)**

**Eligibility**

**All Final Year UG  
Commerce & Accounts  
related Students**

**COURSE CONTENT**

**INTRODUCTION TO QP ASSOCIATE  
TRANSACTIONAL F&A, RECEIVE  
PAYMENTS & APPLY CASH  
MANAGE YOUR WORK TO MEET  
REQUIREMENTS  
PROVIDE DATA / INFORMATION IN  
STANDARD FORMATS**

**Course Outcomes**

On Completion of this course the students will be able to

- Process invoices, credit notes and claims, Pay invoices and claims, accounts payable, helpdesk, Maintain customer accounts
- Generate invoices and credit notes, Receive payments accounts receivable, Manage your work to meet requirements

**Coordinator: Mr. K.K.Sureshkumar  
Assistant Professor & Placement Officer**



**KONGU**  
*Assuring the best*

**Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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