



GENERAL CIRCULAR 4/2017 (GC_4/2017)

To: All the Members of the Institute
Date: 6 February 2017
Subject: New accounting system introduced by ICPAC

Pursuant to its commitment for continual improvement and upgrading of its procedures and systems, ICPAC introduced a new accounting ERP as from January 1st 2017.

New ERP and electronic dissemination of invoices and receipts

The new ERP will allow ICPAC to carry out its work more effectively and efficiently, minimize mistakes and provide better management information. It will also facilitate the communication between the members and the students, as well as managing each one's individual account.

In this context, ICPAC will generate and disseminate to all members and students via email an invoice for the annual members' and students' subscription for 2017. This email will be sent to you irrespective of whether you have already settled the amount due. Please keep it for your own reference. For your information, the new ERP will automatically produce and send the invoices for all members, licensed members and firms, as well as students automatically on the first couple of days of each year.

Similarly, the receipts from the payments for the annual subscriptions will be sent electronically via email, from the new accounting system. Please allow us a few days in order to fine tune the procedure.

So, no more manual or cash invoices will be issued, everybody will be treated in a professional and more efficient manner, providing additional document.

Other developments coming up

ICPAC also works on the development of other electronic services, eg:

- Online registration for seminars, reservation of a seat and facilitation of payments
- Online submission of CPD Evidence reports and archiving per member
- Submission of new applications for membership and for obtaining a practicing certificate, that will be based on a specific work flow resulting in the ultimate approval or rejection.
- Filing of a complaint or accusation against a member or licensed firm.
- Enhancement of communication.

We will keep you updated as every new development is set in operation.



What is needed for effective communication?

As the communication originating form ICPAC will be disseminated electronically via emails, it is thus imperative that the Institute has updated and correct members' details and contact information.

Hence, you are encouraged to review your personal details from your personal account on the Institute's website and amend them if needed. We need to have your valid email address, otherwise communication will be hindered, your postal address and your phone numbers. In addition, please make sure that you record your current employment details.

Lack of or outdated information will make it extremely difficult for us to contact you which sometimes may bring you in unwanted or embarrassing situations. You can update your details in a minute from the website of the Institute (www.icpac.org.cy), by logging in with your personal access credentials. Should you have forgotten or misplaced the credential sent to you, please contact the Institute's office to furnish you with new ones.