

Course Name : General Ledger

The General Ledger generic training is designed to teach accounts personnel of all levels the functionality and features of all General Ledger master file setups and identify the usage of the different type of journals and reports.

Pre-requisite : An understanding of an accounting environment

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM925

Course Date : **13 March / 09 June / 15 July / 4 August**



Course Name : Project Costing

The Project Costing training is designed to teach the functions and features in the Project Costing modules . You will learn how to setup the Project Costing master file setups and identify the different type of journals and reports used under Project Costing .

Pre-requisite : Basic knowledge of project accounting

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM925

Course Date : **12 March / 10 June / 13 July / 5 August**



Course Name : Budgetary Control

The Budgetary Control training is designed to teach accounts personnel how to track expenditure against a budget when transactions are created. You will learn how to create new budget account code and the generate opening balances for the year , identify the function on the 01 and 02 level budget type , understand the purpose of the different journal types and the reports to be printed.

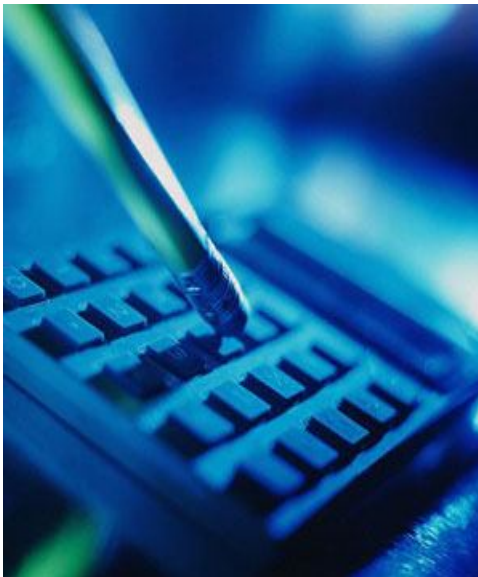
Pre-requisite : Basic accounting concept

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM 925

Course Date : **11 March / 14 May / 8 June / 14 July**



Course Name : Purchasing and Accounts Payable

In this 2 day training course , you will learn how to setup the master files , identify control accounts , process purchase order's , invoices and payments. Understanding the usage of contract registers and subcontractors. Understanding the flow of the AP Tracking function and identify the function of all the reports in the Purchasing and Accounts Payable module.

Pre-requisite : Experience with an accounting / creditors environment

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 2 days

Course Fee : RM1250

Course Date : **23 – 24 March / 01 – 02 April /
12 May – 13 May /15 – 16 June**



Course Name : Cash Book

In this 2 day training course , you will learn how to setup the master file , understand the links between Cash Book with other subsidiary modules, prepare bank statements and produce accurate bank reconciliation reports, understand the function of unclaimed monies and expired cheques and identify commonly used reports and its usage .

Pre-requisite : Experience within an accounting / cash management environment

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel, Credit Controllers

Duration : 2 days

Course Fee : RM1250

Course Date : **25 -26 March / 4 -5 May /
17 -18 June / 27-28 July**



Course Name : Staff Loan

In this 1 day training course , you will learn how to setup the LC setup master file. Identify the loan type and the GL profile for each loan type. Understanding of the LC process flow, ie: the relationship between LC and payroll, how does the deduction made affected the Loan Enquiry Master file . How to make an Early Settlement and its affect in GL.

Pre-requisite : Basic knowledge of accounting

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM925

Course Date : **6 April / 20 May / 22 June / 08 July**

Course Name : Fixed Asset



In this 1 day training course , you will learn how setup the FA setup master files. Identify the different asset types and the asset account for each of the asset types that has been setup. Understanding of the FA transactions , eg: Addition , Depreciation , Disposal, Transfer etc and how to use the Asset Movement Report and Asset Report as a basis to perform the reconciliation between FA and GL.

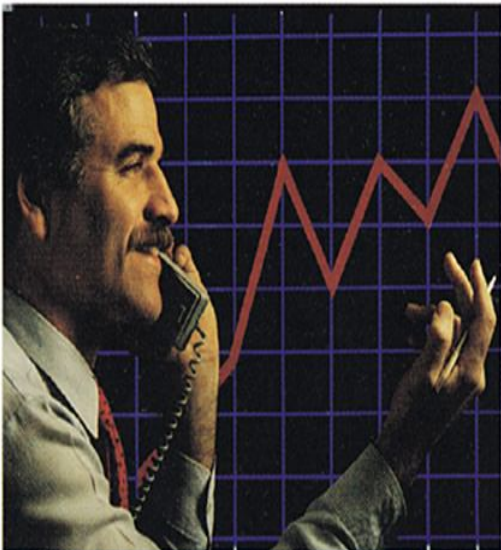
Pre-requisite : Experience within an accounting / fixed asset environment

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel, Credit Controllers

Duration : 1 day

Course Fee : RM925

Course Date : **13 April / 4 June / 7 July / 6 August**



Course Name : Investment

In this 1 day training course , you will learn how to setup master files mainly on the investment type , institutions and the bank instruction format . Understand the function of the 3 main processes right from creating a investment record, interest posting and making adjustments .

Pre-requisite : Basic accounting concept

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM925

Course Date : **14 April / 6 July / 7 August**



Course Name : Report Writer

The Universal Report Writer training is to train users on how to create, maintain and run user defined reports for the General Ledger and Project Costing modules. It teaches users to write reports from any predefined ledger within the reporting module , detailed and summary rows.

Pre-requisite : Well versed with Century Financials .
 Knowledge in financial accounting and basic understanding on closing accounts for the year

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 2 days

Course Fee : RM1250

Course Date : **21 – 22 April / 24 -25 June/ 13-14 August**

Course Name : Utilities



Century Utilities is a one day course where this is mainly managed by the System Administrator of the organization . There are programs that are used to setup printers, screen layouts, system lookups, screen messages, configuration operations and accounting calendars.

Pre-requisite : Well versed with Century Financials .
 Knowledge in financial accounting and basic understanding on closing accounts for the year

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM925

Course Date : **23 April / 21 May / 30 July / 26 August**



Course Name : Accounts Receivable

A two day course, the Accounts Receivable generic training will provide accounts personnel with an understanding of all the features and facilities of the module and the control routines and procedures required. Participants will learn how to manage collection, processing invoices and receipts, making appropriate adjustment and reviewing the different formats of statement. All reports and controls will also be covered.

Pre-requisite : Well versed with Century Financials. Knowledge in financial accounting and basic understanding on closing accounts for the year

Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 1 day

Course Fee : RM925

Course Date : **30 April / 7 May /
26 June/ 29 July**

Course Name : Payroll

The 2 day payroll training is suitable for candidates who is responsible for the generation of payroll and day to day payroll issues and administration. It encompasses a wide area of payroll and provides a basic working knowledge. It is suitable to those staffs who are returning to payroll work and those who require a refresher course as well as for those staffs who are new to this module.

Pre-requisite : Well versed with Century Financials. Knowledge in financial accounting and basic understanding on closing accounts for the year

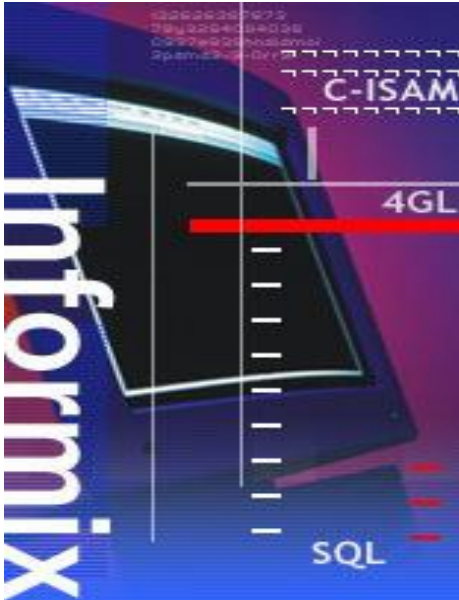
Audience : Accountants, Financial Managers, Bookkeepers, Accounts Personnel

Duration : 2 days

Course Fee : RM1250

Course Date : **27 – 28 April / 27 – 28 May /
11 – 12 June / 27 -28 August**





Course Name : Informix Dynamic Server

This course is intended for Informix System Administrators . You will learn how to manage and create disk spaces , manage shared memory and learn onstat and oncheck syntax , monitor physical and logical log and understand how to perform backups , including logical log backups and restoration.

Pre-requisite : Basic knowledge on UNIX operating system.

Audience : System Administrators.

Duration : 2 days

Course Fee : RM1250

Course Date : **29 April / 11 May / 16 July / 18 August**

REGISTRATION FORM



PARTICIPANT DETAILS

NAME : _____

DESIGNATION : _____

EMAIL ADDRESS : _____

ORGANIZATION DETAILS

ORGANIZATION : _____

ADDRESS : _____

CONTACT PERSON : _____

TEL : _____ FAX : _____

COURSE DETAILS

COURSE NAME : _____

COURSE DATE : _____

TRAINING VENUE

Century Software Malaysia (M) Sdn Bhd
Tingkat 3A, Block C-17-07,
3 Two Square , No 2 , Jalan 19/1,
46300 Petaling Jaya
Selangor Darul Ehsan

All training courses will start at 9 am
For further queries please contact Ms.Geetha
Tel: 03-79627960 Fax : 03 – 79627800