

ACCOUNTS PAYABLE & PURCHASING MODULE (CFG-AP01)

About This Course

The Century Financials Accounts payables is a 2 day course which is ideal for those candidates who are responsible of the data entry, daily operations and administration of Accounts Payable. This course will benefit people who need further understanding of the current functionalities of the system and for those who require a refresher course. It encompasses a wide variety of the Accounts Payable & Purchasing areas and provides a detail working knowledge to take away with you where you will have understand how setup the master files, identify control accounts, process purchase orders, invoices and payment. This course will also cover AP Tracking process and for those of you who are not familiar with this process need not worry as the training will be done in a very simple and easy to understand steps.

Course Objectives

Upon completion of this course of this course you should be able to:

- Understand of the steps required to generate, release and control supplier invoice and payments as well as purchase order.
- Understand the new functions in the Accounts Payable & Purchasing module.
- Understand how to fix reconciliation problems for Accounts Payables.
- Understand what are the do's and don't 's of the Accounts Payable & Purchasing module.
- Understand what are the main relationship between these two modules and with General Ledger & Budget Control.

Target Audience

Employee who are in charge of the Accounts Department particularly section Purchasing Account Payable.

Course Outline

DAY 1

Introduction :

Brief explanation of the Accounts Payable module

Setup :

Categories/Grouping
Control Accounts
Supplier Master File
Contract Register

Accounts Payable & Purchasing Operations :

AP Tracking Process
PO Process, Invoice Registry & Payments
Cheque Printing
Cheque Despatch
Bulk Printing
Air Flight Warrant

DAY 2

Accounts Payable Operation :

Relationship between AP and BC
Relationship between PO and BC
Reconciliation

Reporting :

AP Aged Creditors
AP Audit Trail Report
AP Ledger Listing
AP Transaction Detail
Daftar Bil Report
PO Incomplete Order
PO Commitment Report
PO Forced Completion Report

Register

Course : _____

Date : _____

Participant One :

Name : _____

Organization Name : _____

Job Title : _____

Email : _____

Contact Number : _____

Training Date : _____

Participant Two :

Name : _____

Organization Name : _____

Job Title : _____

Email : _____

Contact Number : _____

Training Date : _____

Human Resource / Approving Manager :

Name : _____

Organization Name : _____

Job Title : _____

Contact Number : _____

Fax Number : _____

Administrative Details:

Course Fee : RM 1,500.00 / Pax

SST 6% : RM 90.00 / Pax

Total : RM 1,590.00 / Pax
Lunch and refreshment provided

Duration : 2 Days

Contact Information :

Mr. Rosli Zam

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E-mail : training@censof.com

Century Software (M) Sdn Bhd

A-8, Level 2 , Sunway PJ@51A, Jalan SS 9A/19,
Seksyen 51A , 47300 Petaling Jaya , Selangor

Ways to Register :

1. Cheques are to be made payable to Century Software (M) Sdn Bhd and mail payment together with registration to : A-8, Level 7 , Sunway PJ@51A, Jalan SS 9A/19, Seksyen 51A , 47300 Petaling Jaya , Selangor.

2. Online registration at
www.centurysoftware.com.my

Terms & Conditions :

Upon receipt of a completed registration form , it confirms that the organization is registering for the seat(s) of the participant(s) to attend the training.

1. Payment is required with registration and must be received prior to the event.

2. Payment has to be received 7 working days prior to the event commencement. However a substitute is welcome at no additional charges.

3. If cancellation occurs in 7 working days prior to the event and there is no substitute, the organizer reserves the right to charge 50% of the total investment.

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