



ACCOUNTS RECEIVABLE & BILLING MODULE

(CFG-AR01)

About This Course

The Century Financials Accounts Receivable is a 2 day course which is ideal for those candidates who are responsible of the data entry, daily operations and administration of Accounts Receivable & Billing.

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 Receivables & Billing functions and provides a detail working knowledge to take away with you where you will have understand how setup the master files, identify control accounts, invoices and receipts.

Course Objectives

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

- Understand the new functions in the Accounts Receivable & Billing module.
- Understand the integration between the Account Receivable module with the Billing Invoice
- Understand how to fix reconciliation problems for Accounts Payables.
- Understand what are the do's and don't 's of the Accounts Receivables & Billing module.
- Understand how the grouping function works and its direct impact to reconciliation.
- Understand the main integration between Accounts Receivables & Billing module with General Ledger & Budget Control.

Target Audience

Employee who are in charge of the Accounts Department particularly Revenue & Account Receivable Section.

Course Outline

DAY 1

Introduction

Brief explanation of the Accounts Receivable & Billing module.

Setup

Categories
Customer Maintenance
Control Accounts
Activity View Define
Statement Groups

Accounts Receivable & Billing Operations

Invoice Entry, Credit Not & Debit Note
Adjustments
Deposit Entry
Item Enquiry
Relationship between the Accounts and Billing Invoice module

DAY 2

Accounts Receivable & Billing Operations

Relationship between AR and BC
Relationship between AR and GL

Reporting

Aged Creditors
Audit Trail Report
Ledger Listing
Statement
Deposit Listing
Cash Audit Trail Report
Transaction Detail Report
Billing Detail 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 :

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Century Software (M) Sdn Bhd

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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.

Century Software (M) Sdn. Bhd.

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