



STAFF CLAIMS & ADVANCES MODULE (CFG-CA01)

About This Course

The Century Financials Staff Claims & Advances is a 2 day course which is ideal for those candidates who are responsible of the data entry, daily operations and administration of the claims & Advance module.

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 Claims & Advance features and functions. The training will provides a detail working knowledge to take away with you where you will have understand how setup the master files, understand the type of claims (Travel & Miscellaneous) and the Claim & Advance process flow and business rule.

Course Objectives

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

- ✔ Understand the steps required to generate, release and control advances and claims.
- ✔ Understand the new functions in the Claims & Advance module which is related to the EFT features.
- ✔ Understand how to fix reconciliation problems.
Understand what are the do's and don'ts of the Claim & Advance module.
- ✔ Understand what are the main setup features of this module.
- ✔ Understand how to easily track outstanding advances by using detailed open items and available reports.
Understand the integration between the claims & Advance module with payroll, Cash Book, Project Costing and General Ledger.

Target Audience

Employee who are in charge of the Accounts Department who handle staff claims & advances.

Course Outline

DAY 1

Introduction

Brief explanation of the Claim & Advance module

Setup

Claimant Master File
CA Company
CA Department

Claims & Advance Operations

Advance registration process
Allocation of claims to advance
Open Item – Advance
Direct CA Adjustment
Payroll CA Adjustment

DAY 2

Claims & Advance Operations (cont..)

Relationship between CA and CB
Relationship between CA and Payroll
Generation of Statements

Reporting

CA Ledger Listing Report
CA Statement of Balance Report
Summary Advanced by Department

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

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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