CENTURY SOFTWARE
a censof company

CASH BOOK MODULE
(CFG-CB01)

About This Course

The Century Financials Cash Book is a 2 day course which is ideal for those candidates who are managing, maintaining and handling the daily operations cash book entries, payments, receipts, adjustments and monthly reconciliation to General Ledger.

This course will benefit people who need further understanding of the cash book module. It encompasses a wide variety of its various reports. There is also substantial value to experienced staffs who already has the knowledge in the cash book module as the training also will cover the cash book functions in particular the EFT function which has been newly introduced.

Course Objectives

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

☑ Understand how to enter and maintain cash book transactions and understand the overall concept and its functions

☑ Understand the payment, receipts & adjustment actual process flows.

☑ Understand how bank statement entries, loading of statements and when to use the CB Journal Entries.

☑ Understand what are the do's and don't's which will impact the bank reconciliation.

☑ Understand the EFT process flow.

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 Cash Book module

Setup
Bank Account
Bank Services
Company Files
Cash Receipts Types
Receipt Cancel codes

Cash Book Operations
Payments
Receipts
Cancellations
Adjustments
Bank Deposit Slip
Work Flow Processes

DAY 2

Cash Book Operations
Statement Entries
Basic Bank Reconciliation Methodology
CB Journal Entries
Unclaimed monies
Cheque Printing

EFT Functions
Understand the EFT payment process and its related functions

Reporting
All CB related reports - Bank Reconciliation, Day Book etc.

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
H/P: 012-3587310
Office : 03-7962 7888
Fax : 03-79627800
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.