century software
a censof company

DEPOSIT & TRUST MODULE
(CFG-DT01)

About This Course

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

This course will benefit people who need further understanding of the current functionalities of the system and for those who require a refresher course.

This module registers and process transactions relating to trust and deposits. Transactions available are deposit paid, deposit received, deposit refund in, deposit refund out, deposit contra and deposit forfeit. Reports provided are Expired Deposit & Trust Listing Report, Deposit Matching Report, Deposit Transactions Report, Deposit Listing Summary Report and Deposit Listing Detail Report.

The Deposit & Trust module enables an organization to manage it's deposits and trusts in an efficient manner. The module is integrated to the General Ledger, Accounts Receivable, Accounts Payable and Cash Book modules. Standard reports are available from the system as well as full audit trails of deposit transactions.

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 of deposit & trust of the organization.
- Understand the new functions in the Deposit & Trust module.
- Understand how to fix reconciliation problems for Deposit & Trust module.
- Understand what are the do's and don't 's of the Deposit & Trust module.
- Understand what are the main relationship between this module with General Ledger & Accounts Receivable, Account Payable and Cash Book Modules.

Target Audience

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

Course Outline

DAY 1

Introduction
Brief explanation of the Cash Book module

Setup
Deposit Company
Deposit Type
Deposit Sub Type

DAY 2

Process
Deposit Received
Deposit Payment
Deposit Payment with Workflow
Deposit Refund In
Deposit Refund Out
Deposit Contra
Deposit Forfeit

Report
Deposit Expired Listing Report
Deposit Matching Report
Deposit Transactions Report
Deposit Listing Report

Century Software (M) Sdn. Bhd.
A-8, Level 2 , Sunway PJ@51A, Jalan SS 9A/19, Seksyen 51A , 47300 Petaling Jaya , Selangor
T: 603-7962 7888 | F: 603-7962 7800 | H/P: 012-3587310 | E: training@censof.com | W: www.centurysoftware.com.my

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
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.