



FIXED ASSET MODULE

(CFG-FA01)

About This Course

The Century Financials Fixed Asset is a 2 day course which is ideal for those candidates who are responsible for managing, maintaining and handling the operations of the fixed asset module and the monthly depreciation.

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 its functions, setups, processes and understanding of its various reports. There is substantial value experienced staffs who already has substantial knowledge in the fixed asset module.

Course Objectives

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

- Understand how to enter and maintain fixed asset transactions and understand the overall concepts and its functions.
- Understand how the asset records are analyzed by company, type, department and location.
- Understand the various functions and when to use this : Addition, Disposal, Transfer, Revaluation, Adjust Book Value, Write-Off, one off Book Depreciation.
- Understand the do's and don'ts which impact the Fixed Asset Depreciation figures.
- Understand what sort of adjustments we can make under

Target Audience

The person in charge of Account Department, particularly Fixed Asset Section.

Course Outline

DAY 1

Introduction

Brief explanation of the Fixed Asset Module

Setup

Fixed Asset Companies
Book Periods
Asset Ledger Maintenance
Period sets
Accumulators
Department
Financial Items
Cost Centres
Locations
FA Distribution Control
FA Trigger Account

DAY 2

Fixed Asset Operations

Fixed Asset Journals
Depreciation process
Verification of the depreciation figures
Relationship between AP & FA Module
Relationship between GL & FA

Reports

Asset Movement Report
Asset Audit Report
Asset Depreciation 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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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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