



MONTH END & YEAR END PROCESS MODULE (CFG-FC01)

About This Course

The Century Financials Month End & Year End Process Module is a 2 day course which is ideal for those candidates who are managing, maintaining and handling the daily operations, monthly reconciliation and Year End Closing.

This course will benefit people who need further understanding of the Month End & Year End Process Module. It encompasses a wide variety of its various processes and reports. This course will benefit people who need further understanding of the current functionalities of the system reconciliation methodology in every modules and General Ledger. It encompasses a wide variety of the Reconciliation areas and provides a detail working knowledge to take away with you where you will have understanding about this Century Financials System module.

Course Objectives

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

- Understand the process of month end for each modules.
- Understand the important of practicing the proper process of account closing.
- Get comprehensive understanding on the year end process and reconciliation methodology.
- Knowledge on statutory and standard and reports in the module.
- Get to know the other standard functions and reports in the module.
- Comprehensive understanding of the Reconciliation between General Ledger with Accounts Payables, Cash Book, Staff Loan and Accounts Receivable Module.

Target Audience

Employee who are in charge of the Accounts Department.

Course Outline

DAY 1

Introduction

Brief explanation of the Month End & Year End Process Module.

Best Practices

Advantages of proper account closing
Period End & Year End check list
Issues and the propose solution

Month End Process

Accounts Payable Module
Accounts Receivable Module
Investment Module
Fixed Asset Module
Staff Loan Module
Staff Advances & Claims Module
Cash Book Module
Project Costing Module
General Ledger Module

DAY 2

Year End Process

General Ledger
Prior Year Adjustment
Retro-active Journal

Reporting

Aged Creditors
Aged Debtors
Audit Schedule
Asset Movement
Loan Reconciliation
Daybook
Project Costing Transaction Detail
Summary Trial Balance

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@centsof.com

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.

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