

ELECTRONIC FUND TRANSFER (EFT) MODULE (CFG-FC02)

About This Course

The Century Financials Electronic Fund Transfer is a 2 day course which is ideal for those candidates who are managing, maintaining and handling the daily operations cash book, account payables entries and payments. This course will benefit people who need further understanding of the EFT setup and processes. 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 and account payables module as the training also will cover the staff claim and staff loan functions in particular the EFT function.

Course Objectives

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

- Understand how to enter and maintain cash book, account payables, staff claim and staff loan transactions and understand the overall concept and its functions and the relation with EFT functions.
- Understand the EFT payment actual process flows.
- Understand the AK File, EFT Reject File and Individual Reject file.
- Understand the concept and the function of encryption setups and processes
- Understand what are the do's and don't's which will impact the bank reconciliation.

Target Audience

Employee who are in charge of the Accounts Department.

Course Outline

DAY 1

Introduction

Brief explanation of the Electronic Fund Transfer (EFT) Functions

Setup

Configurations
Attribute
Lookup Definition
Document Format
Bank Account
Supplier Master File
Claimant Master File
Loanee Master File

Electronic Fund Transfer (EFT) Processing

Accounts Payable Module
Cash Book Module
Claims and Advance Module
Staff Loan Module

DAY 2

Cash Book Operations

Generating EFT file
Change payment type in AP module and CA Module
Loading AK File & EFT Reject File

EFT Encryption

What is Encryption
Encryption Process

Reporting

Senarai Bank Kredit
EFT Audit Report
EFT Letter
CB EFT Listing 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 :

Mr. Rosli Zam

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Office : 03-7962 7888

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E-mail : training@censof.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.