



BANK RECONCILIATION MODULE

(CFG-FC04)

About This Course

The 2 days Century Financials Bank Reconciliation training explores the accounting cycle and the processes required to manage cash book transactions that affect cash book balance.

This training will show you how to perform the reconciliation process and its interaction with sub modules and ensuring accuracy of your financial data and keeping data consistent and accurate.

Course Objectives

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

- Reconcile the cash book items with bank statement items
- Identifying the appropriate supporting documents to be used for audit purposes, financial analysis, and to verify data entry.
- Identifying key causes which leads to reconciliation problems
- Make appropriate adjustments to rectify reconciliation problem.
- Indentify the impact of the Bank Reconciliation on other modules.
- Understanding how each type of transaction posted in the system will update in the General Ledger and the balance in Bank Reconciliation.

Target Audience

Employee who are in charge of the Accounts Department particularly in Cash management and Reconciliation work

Course Outline

DAY 1

Introduction

Brief explanation of the Cash Book Bank Reconciliation.

Setup

Cash Book Bank
Cash Book Load Statement
Cash Book Statement Entry

Bank Reconciliation Operations

Preparation of the Bank Statement
Confirmation of the Bank Balance
Analyzed the Cash Book and Accounts Payable Transactions
Understand the impact of future printed cheque, bank transfer, expired cheque & deposit slips.
Understand the impact of EFT transactions
What are the causes of imbalance bank reconciliation

DAY 2

Bank Reconciliation Operations

Matching of the Statement Items & verification process
Bank Statement Adjustments
Cash Book Journal Entry
How to check differences between Cash Book & General Ledger

Reporting

Bank Reconciliation Report
Cash Book Payment Audit Trail Report
General Ledger Transactions Detail Report
Daybook 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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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.