



COMPREHENSIVE PAYMENTS PROCESSING & RECONCILIATION MODULE

(CFG-FC06)

About This Course

Century Software is committed to make individuals achieve outstanding level of performance via its high impact and meticulously researched training programs. Each program is designed to train every manager, executive and clerical staffs to have a clearer and deeper understanding of the subjects covered and hence to take them to a higher level of competency and efficiency.

This training is suitable users of Century Financial System specifically for payments Modules such as Accounts Payable, Cash Book, Staffs Claims and Advances.

The Comprehensive Payments Processing & Reconciliation Training is a 3 day course which is ideal for those candidates who are responsible of the data entry, daily operations and administration of Accounts Payable, Cash Book, Staff Claims & Advances.

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 the payment processing areas and provides a detail working knowledge to take away with you where you will have understand how setup the master files, identify control accounts, process purchase orders, invoices and payment.

This course will also cover AP Tracking process and for those of you who are not familiar with this process need not worry as the training will be done in a very simple and easy to understand steps.

Target Audience

Employee who are in charge of the Accounts/Finance Department.

Course Outline

DAY 1

Introduction

Brief explanation of Module

Accounts Payable & Purchasing Operations

Account Payables Tracking Process

Work Flow Processes

Purchase Order Process, Invoice Entry & Payments

Cheque Printing

Relationship between Account Payables and Budget Control

Relationship between Purchase Order and Budget Control

Adjustments

DAY 2

Cash Book Payment Operations

Cash Book Tracking Processes

Cash Book Work Flow Processes

Cash Book Payments Processes

Cash Book Adjustments

Cash Book Work Flow Processes

Claims & Advance Payment Operations

Advance registration process

Allocation of claims to advance

Open Item – Advance

Claim & Advance Adjustment

Payroll - Claim & Advance Adjustment

Relationship between Claim & Advance and Cash Book

Relationship between Claim & Advance and Payroll

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Course Objectives

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

Accounts Payable

- ✓ Understand of the steps required to generate, release and control supplier invoice and payments as well as purchase order.
- ✓ Understand the new functions in the Accounts Payable & Purchasing module.
- ✓ Understand how to fix reconciliation problems for Accounts Payables.
- ✓ Understand what are the do's and don't 's of the Accounts Payable & Purchasing module.

Cash Book

- ✓ Understand how to enter and maintain cash book transactions and understand the overall concept and its functions.
- ✓ Understand the payment, receipts & adjustment actual process flows.
- ✓ Understand how bank statement entries, loading of statements and when to use the Cash Book Journal Entries. Understand what are the do's and don't's which will impact the bank reconciliation.
- ✓ Understand the EFT process flow.

Staff Claims & Advances

- ✓ Understand the steps required to generate, release and control advances and claims.
- ✓ Understand the new functions in the Claims & Advance module which is related to the EFT features.
- ✓ Understand how to fix reconciliation problems. Understand what are the do's and don'ts of the Claim & Advance module.
- ✓ Understand what are the main setup features of this module.
- ✓ Understand how to easily track outstanding advances by using detailed open items and available reports.
- ✓ Understand the integration between the claims & Advance module with payroll, Cash Book, Project Costing and General Ledger.

Course Outline

DAY 2

Electronic Fund Transfer (EFT) Processing

Accounts Payable
Cash Book
Staff Claims and Advance
Staff Loan
Generating EFT file
Change payment type in AP module
Change Payment Type in CA for Claim and Advance
Loading AK File
EFT Reject

DAY 3

Reconciliation

Reconciliation between Accounts Payable & General Ledger
Reconciliation between Accounts Payable & Purchasing
Reconciliation between Cash Book & General Ledger
Reconciliation between Claims & Advance & General Ledger

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 : 3 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.

Century Software (M) Sdn. Bhd.

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