



NEW COMPANY & FUND SETUP & CONFIGURATION MODULE

(CFG-FC07)

About This Course

The Century Financials New Company / Fund Setup & Configuration training is a 3 day course which is ideal for those candidates who are responsible of the creation of the new companies / fund in the Century Financials system.

This course will benefit people who need further understanding of the current functionalities of the system and for those who require a refresher course.

Course Objectives

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

- Understand of the proper steps required to create new company or fund.
- Understand the general ledger, budgetary control and project costing code account shape.
- Understand the process of creating new general ledger codes, budget code and project costing code.
- Understand the process of creating subsidiary module such as accounts payable, accounts receivable, purchasing and cash book.
- Understand how to setup the workflow for subsidiary modules.
- Understand how to setup and configure the auto numbering.
- Understand how to configure the Document format and CARP for documents such as voucher, receipts, purchase order and work indent.

Target Audience

Employee who are in charge of the Accounts Department particularly Accountant & IT person in-charge of the Century Financials System .

Course Outline

DAY 1

Introduction

Creating New Company / New Fund

General Ledger Setup
Budget Code Setup
Project Costing Setup
General Ledger New Account Setup
Subsidiary Module Setup
Accounts Payable Module
Accounts Receivable Module Setup
Purchasing Company Setup
Cash Book Company Setup

DAY 2

Workflow Setup

Accounts Payable Module
Cash Book Module
General Ledger Module
Purchasing Module
Accounts Receivable Module
Auto numbering setup & configuration for all modules
Accounts Payable Module
Accounts Receivable Module
Cash Book Module
Purchasing Module

DAY 3

Document Formats & CARP Setup

Accounts Payable Payment Voucher Setup
Cash Book Payment Voucher Setup
Cash Book Receipt Setup
Cheque Format Setup
General Ledger Journal Format Setup
Accounts Receivable Billing Invoice Format
Accounts Receivable Receipt Format
Purchase Order Format
Work Indent Format

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

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.