



GENERAL LEDGER MODULE

(CFG-GL01)

About This Course

The Century Financials General Ledger is a 2 day course which is ideal for those candidates who are responsible of the data entry, daily operations and administration of general Ledger modules.

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 General Ledger features and functions. This training will provide a detail working knowledge to take away with you where you will learn how to setup the master files and the General Ledger process and operation flow.

Course Objectives

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

- Understand what are the main setup features in GL module.
- Understand the integration between the sub-modules and General Ledger.
- Understanding the General Ledger Account Maintenance Master file and its reference fields.
- Understanding the various setup functions in the General Ledger module:- Shape Definition, Intercompany Accounts, Period Setup and Distribution Control.
- Understanding the use of the different type of journals - General Journal, Accrual Journal, Retroactive Journal, Multiple Journal, Retro-multiple Journal.
- What is the purpose of the Retroactive Journal & Retro-Multiple journal, how to use this and when to use this function.

Target Audience

Account personnel with experience in Century Financial System, Accountant and core module owner

Course Outline

DAY 1

Introduction

Brief explanation of the General Ledger module

Setup

Account Shape
Distribution Control
Account Maintenance
Intercompany Accounts

Process

Integration between sub-modules and GL
Main featured and functions of the GL module
General Journal
Recurring Journal

DAY 2

Process

Multiple Journal
Retroactive Journal
GL Chart of Account
Account Cloning

Reporting

Transaction detail Report
Summary Trial Balance
GL Chart of Accounts
PTD Detail Trial Balance
YTD Detail 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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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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