



UTILITIES MODULE (CFG-UT01)

About This Course

The Century Financials Utilities is a 2 day course which is ideal for those candidates who are responsible of the system administration of Century Financial 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. It encompasses a wide variety of the Utilities areas such as User setup, user group, domain security, printers setup , screen layouts, system lookups, screen messages, configuration operations and accounting calendars. 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.

Course Objectives

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

- Understand every aspect of the Utilities module of the Century Financial Accounting System
- Understand the configuration Options.
- Understand the different functions and the operation flow of the Utilities program.
- Understand on how to setup and create user, user groups, domain security and its relation with user access control
- Understand on how to manage the menu editor and the UI setting of the system.
- Understand the setup and configuration of the printer and its relation with programs and modules.

Understand the reports

Target Audience

Employee who are in charge of the Accounts Department and personnel who in charge of maintaining Century Financial Accounting System.

Course Outline

DAY 1

Introduction

Brief explanation of the Utilities module

Maintain

Config Options
Active Programs
Log Print
De-Spooler
Spool Purge
Document Format
Browse Definition
E-mail Code
Group Constraint
User Group
Domain Security
User
Programs
Domain Printers

DAY 2

Setup

Common Periods
Period Sets
Security
GUI Menu Editor
Define Printers
Programs vs Printer
Function Key labels
Lookup Definition
Attribute Define
Currency Codes
Currency Rate
Note Type

Reports (Audit Report)

Payables
Receivables
Cash Book
Asset
General Ledger
Investment
Staff Loan
Loan & Leases
Sales Order
Project Costing
Purchasing

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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