

PAYMENT WORKFLOW PROCESS, SETUP & CONFIGURATION MODULE (CFG-FC03)

About This Course

The Century Financials Payment Workflow Process, Setup & Configuration training is a 2 day course which is ideal for those candidates who are responsible of the creation of the new user for purchasing and payment module in the Century Financials system. This course also important for those who maintaining the payment authorization in various modules in the 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 the process registering new payment module users in the system.
- Understand the proper process of assigning user to groups, domain and authorization level.
- Understand the configuration of workflow for related module such as accounts Payables, Cash Book and Staff Claim & Advances.
- Understand and be able to use the workflow in all the subsidiary module

Target Audience

Employee who are in charge of the Accounts Department.

Course Outline

DAY 1

Introduction

Brief explanation of the Payment Workflow Process, Setup & Configuration Module.

Workflow Setup

User
User Group
Domain
Authorisation List
Payment Authority
Payment Authorisation

DAY 2

System Configuration

Purchasing Module
Cash Book Module
Staff Claim & Advances Module
Account Payables Module
General Ledger

Process

Purchasing Process
Payment Process
Cash Book Payment
Account Payables
Staff Advances & Claim
General Ledger

Reports

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.