



# STAFF LOAN MODULE

(CFG-LC01)

## About This Course

The Century Financials Staff Loan is a 2 day course which is ideal for those candidates who are responsible of the data entry, daily operations and administration of Staff Loan module.

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 Staff Loan areas and provides a detail working knowledge to take away with you.

## Course Objectives

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

- Understand how to enter and maintain the Loan records and the repayment/deductions for each loanee.
- Understand the Staff Loan entire operation including managing the batch transactions and monthly interest accrual.
- Understand the relating setup at Staff Loan and its relationship with the payroll module and other related module ie: Cash Book & General Ledger.
- Understand the calculation of the Principal Amount, Outstanding Balance & the interest/Profit Balance.
- What you can do when you face issues with reconciling your GL with Staff Loan.

## Target Audience

Candidates who are in charge of the entire process and daily operations of Staff Loan module.

## Course Outline

### DAY 1

#### Introduction

Brief explanation of the Staff Loan Module

#### Setup

Loan GL Profile  
Loan Type & Interest Rate  
Transaction Code & item Code

#### Staff Loan Operations

Loan Enquiry-Setups & Disbursements  
Loanee Settings  
Loan batch entry  
Repayment impact to the loan

### DAY 2

#### Staff Loan & Payroll

Integration between Staff Loan & Payroll  
Pay run process impacting the Staff Loan  
Interface to CB & GL

#### Loan Calculation & Period End

Schedule Enquiry & Loan Deduction  
Change Interest & its impact  
How to calculate all the related loan balances  
Interest Accrual

#### Reporting

Loan Ageing Report  
Monthly Repayment Report  
Loan By Status Report  
Loan Reconciliation Report  
Loan Statement

## 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](http://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.

A-8, Level 2 , Sunway PJ@51A, Jalan SS 9A/19, Seksyen 51A , 47300 Petaling Jaya , Selangor

T: 603-7962 7888 | F: 603-7962 7800 | H/P: 012-3587310 | E: training@censof.com | W: www.centurysoftware.com.my