

Malaysia's No 1 Government Resource Provider

About This Course

The GRP System – Budget Control Module (GRP-BC01) is a 2 days course which is ideal for those candidates who are responsible in handling the data entry, daily operations, monitoring and administration of overall Budget Control related matters.

This course will benefit people who needs a complete understanding of the current functionalities of the module and also for those who requires a refresher course.

It encompasses a wide variety of the budget accounts maintenance, open budget managements, budget transfers / supplement transactions, budget balances monitoring and reporting. Candidates will be able to understand how the module master files were setup, link of the GL or Project Account Profiles to processes affecting the Budget Accounts.

Course Objectives

Upon completion of this course, the candidate should be able to:

- Understand the Budget Account setups and functions available in the Budget Control module.
- Understand the integration between the Budget Control module with other modules such as General Ledger, Cash Book, Purchasing, Payables and Project Costing.
- Understand the impacts to the budget account balances upon posting of transactions from journal transactions, issuance of purchase orders, purchase or direct invoices and payments.
- Understand why the budget transfers, supplement or adjustments are required within the Budget Control module.
- Understand what are do's and don't's of the Budget Control module.

Target Audience

Employee who are in charge of the Accounts Department particularly Budget Unit.

Course Outline

Day 1

Introduction:

- Brief explanation of the Budget Control Module.
- Integration overview with other modules.

Setup:

- Budget Ledgers
- Budget Line Items

Budget Control Operations:

Data Entry:

- Transactions from other modules:
 - a. Purchase Order / Work Indent
 - b. Purchase / Direct Invoices
 - c. Miscellaneous Payments
 - d. Journal Transactions
- Manual Budget Transactions
- Manual Budget Adjustment
- Budget Warrant Entry

Processes:

- Carry Forward Transactions
- Open and Close Budget Years

Day 2

Inquiries:

- Budget Balance
- Budget Entries

Standard Reports:

- Votebook
- Funding Exception
- Budget Transaction Detail
- Commitment Summary Report

Register

Course: _____
Date: _____

Participant One:

Name: _____
Organization Name: _____

Job Title: _____
Email: _____
Contact No.: _____
Training Date: _____

Participant Two:

Name: _____
Organization Name: _____

Job Title: _____
Email: _____
Contact No.: _____
Training Date: _____

Human Resource / Approving Manager:

Name: _____
Organization Name: _____

Job Title: _____
Contact No.: _____
Fax No.: _____

Administrative Details:

Course Fee: RM 1,500.00 / Pax
GST 8%: RM 120.00 / Pax
Total: RM 1,620.00 / Pax
Lunch and refreshment provided
Duration: 2 Days

Contact Information:

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Fax: 03-7962 7800
Email: rosli@censof.com / training@censof.com

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47300 Petaling Jaya, Selangor

Ways to Register:

- Complete the registration form and submit the participant details to Century Software (Malaysia) Sdn Bhd via our Account Managers to the address above.
- Upon receiving a quotation from us, please issue a Purchase Order (PO) to confirm the participation.
- Provide the participant's number of seat(s) and their name list.

Terms and Condition:

- Training session must meet the minimum number of participant 5 pax per session to proceed.
- Invoice will be issued to the agency once the training is completed, and payment must be made within 14 working days from the date of received.
- Purchase Order must be issued to CSM not less than 2 weeks before the training date(s) to avoid reschedule.