

PROPOSE SPS PRODUCT TRAINING SPS PRODUCT TRAINING SCHEDULE



Product Training

- Training will conduct twice a week - Tuesday and Thursday (depend on participant register).
- 2 representatives from each department
- Program start on 8th September 2015
- The training start on 9.00 am to 12.pm
- The training will conduct at KL sentral office, training room.

Training Schedule

DATE	TRAINING DETAILS	TIME
Tuesday	- Overview of SPS Product - Overview on the SPS Interface (GUI) - Installation Steps - Setup Process ➤ <i>COMPANY SETUP</i> ➤ <i>User Setup</i> ➤ <i>User Access Right</i> ➤ <i>Chart of Account</i> ➤ <i>System & General Setup</i> ➤ <i>Form Setup</i> ➤ <i>Financial Year Calendar</i> ➤ <i>INVENTORY</i> Sales Order - What is Sales Order? - Sales Price - What is Sales Quotation? - What is Sales Order? - What is Delivery Order? Account Receivables - What is Account Receivable? - Customer Setup - How to create Direct Sales Invoice - What is Sales Invoice Copy? - What is Debit & Credit Note? - What is Customer Payment Received? - What is Cash Sales?	9.00 am – 12.00 pm

Training Schedule

DATE	TRAINING DETAILS	TIME
Thursday	Purchasing • What is Purchase Order? • What is Purchase Receive? Account Payables • What is Account Payables? • Supplier Setup • How to create Direct Purchase Invoice? • What is Purchase Debit Note & Purchase Credit Note? • What is Supplier Payment Advice? • What is Cash Purchase? General Ledger • Financial Report • Journal Entry? • Posting Journal? • Other Payment & Other Receive Goods & Services Tax • GST Setup – Tax Table, Tax Class, Tax Group, Tax Type, GST Preferences, GST Tax Mapping • What is GAF File Process? • What is Bad Debt Relief & Bad Debt Relief? • GST Report, GST -03 & Relevant Report Zakat & Waqf Calculation	09.00 am – 12.00 pm

CONTACT US

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