

Outstanding range of choices

Comfori provides Malaysia's widest range of authorized training with over 500 courses



CONTACT US

info@comfori.com
03- 5621 3630



Connecting Business with Intelligence



Handling Full Set of Accounts

COURSE OBJECTIVES

- The objective of the workshop is to introduce the basic concepts of accounting and to highlight the importance of the need to have a proper set of underlying records books and records. The sessions further cover the types of records that need to be maintained and how each of these records forms the basis for preparing the Profit and Loss and Balance Sheet proprietary business.

COURSE OUTLINE

- Module 1: Fundamental Accounting Concepts
- Module 2: Sole Proprietorship, Sdn. Bhd. and Bhd.
- Module 3: Management Accounts vs. Statutory Accounts
- Module 4: Underlying Reasons for Preparing a Set of Financial Statements
- Module 5: Bank Reconciliations and the Rational of the Preparation
- Module 6: Cash Book Analysis
- Module 7: Petty Cash Analysis
- Module 8: Preparation of Ledgers and Control Accounts
- Module 9: Payroll and the Inclusion of All Related Human Resource Costs
- Module 10: Concept of Aging and Inclusion in the Balance Sheet

AUDIENCE

- The course is suitable for Senior Accounts Clerks and Accounts Executives whose responsibilities include the preparation of monthly management accounts and yearly financial Statements as well as Finance Managers who need a refresher course on the preparation of accounts.

If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com