

HANDLING FULL SET OF ACCOUNTS

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.

WHO SHOULD ATTEND?

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.

WORKSHOP OUTLINE

- Module 1: FUNDAMENTAL OF 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 INCLUSION OF ALL RELATED HUMAN RESOURCE COSTS
- Module 10: CONCEPT OF AGING AND INCLUSION IN THE BALANCE SHEET
- Module 11: LOAN ACCOUNTS AND THE TREATMENT OF DEPRECIATION
- Module 12: TYPES OF FIXED ASSETS AND THE TREATMENT OF DEPRECIATION
- Module 13: DEPRECIATION WRITE-BACKS DUE TO CHANGE IN POLICIES
- Module 14: TREATMENT OF STOCKS AND WIP
- Module 15: PROFIT AND RETAINED PROFITS
- Module 16: HOW AND WHEN TO MAKE PROVISIONS
- Module 17: HOW AND WHEN TO PROVIDE FOR BAD DEBTS
- Module 18: HOW AND WHEN TO RECOGNISE SALES INVOICES
- Module 19: HOW TO RECOGNISE PROFIT / LOSS ON EXCHANGE
- Module 20: PROVISION FOR TAXES
- Module 21: INLAND REVENUE REQUIREMENTS / DETAILS OF CERTAIN EXPENDITURE
- Module 22: DISCLOSURE REQUIREMENTS
- Module 23: PREPARATION FOR AUDIT
- Module 24: AUDIT ADJUSTMENTS AND JOURNALS

If you have any enquiries, please contact

+60 (3) 56213630 or

email: info@comfori.com



Registered with:

SBL CLAIMABLE

PSMB
APPROVED TRAINING
PROVIDER
CLASS A
(Serial No: 1631)

MINISTRY OF FINANCE
(MOF No: 357-02054304)

CELEBRATING
10
Years
OF
CULTIVATING YOUR
EMPLOYEES' POTENTIAL

