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*Connecting Business with Intelligence*



# DO NOT STOP LEARNING, EDUCATION IS LIFETIME JOB

## TRAINING OBJECTIVE

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.

**Handling Full Set of Accounts**



If you have any enquiries, please contact  
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## TARGET 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.

## A GLIMPSE OF MODULE

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