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Connecting Business with Intelligence



Bookkeeping and Accounting Skills

COURSE

OBJECTIVES

- After the training workshop, participants will be able to:
- To understand and appreciate the steps performed in the accounting process.
- To be more knowledgeable on the important areas in accounting.
- Perform bookkeeping functions in accordance with Generally Accepted Accounting Principles by journalising and posting entries to the ledgers.
- Perform necessary procedures to complete the accounting cycle in order to prepare financial statements.
- Prepare bank and other reconciliations.
- Comprehend the nature and purpose of financial statements, the ways accounting events are measured, recorded and reported.
- Develop skills in understanding and analysing financial statements to evaluate organisational performance.

COURSE OUTLINE

- Module 1: Introduction to Accounting
- Module 2: The Recording Process
- Module 3: Books of Original Entry
- Module 4: Posting to Ledger
- Module 5: Preparing Basic Financial Statements
- Module 6: Adjustments at Financial Year End
- Module 7: Accounting for Fixed Assets
- Module 8: Preparation of Financial Statements with Adjustment

AUDIENCE

- Accounts Clerks & Assistants, Costing Clerks / New Accounting Personnel

If you have any enquiries, please contact
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