

# PRACTICAL ACCOUNTING SKILLS INCLUDING GST TAX CODE MAPPING & ACCOUNTING TREATMENT FOR ACCOUNTING PERSONNEL

## OBJECTIVES

- Enhance the understanding of the key concepts and importance of the day to day Accounting activities requirements in their work.
- Learn and enhance the GST Accounting treatment capability and the periodical filing of GST tax return more confidently.
- Learn the calculation and uses of ratio analysis and interpretation of financial statements
- Merging the acquired Accounting skills to a more effective communication and collaboration with other disciplines

## WHO SHOULD ATTEND?

- Fresh Accountants / Accounting Graduates,
- Junior Accounts Executives & Accounts Supervisors,
- Accounts and Administrative Assistants
- Book Keepers & Accounts Clerks
- All other persons who are involved in and/or interested to enhance their practical accounting skills to support their business operations.

## WORKSHOP OUTLINE

**Module 1: INTRODUCTION**

**Module 2: TRANSACTIONS PROCESSING & ACCOUNTING ENTRIES**

**Module 3: GST TAX CODE REQUIREMENTS FOR ALL OPERATIONAL PURCHASE AND SALES TRANSACTIONS AND FIXED ASSETS PURCHASE**

**Module 4: GST CODE MAPPING TO CHART OF ACCOUNTS**

**Module 5: ACCOUNTING DOUBLE ENTRIES, INCLUDING ACCOUNTING ENTRIES FOR GST**

**Module 6: GST RETURN FORM (GST 03) AND GST AUDIT FILE (GAF)**

**Module 7: PROVISIONING / PREPAYMENTS AND ADJUSTMENTS**

**Module 8: UNDERSTANDING FINANCIAL STATEMENTS AND PREPARATION OF SUPPORTING SCHEDULES**

**Module 9: ACCOUNTING RATIO ANALYSIS**

**Module 10: INTRODUCTION TO COST ALLOCATION AND COSTING**

If you have any enquiries, please contact

+60 (3) 56213630 or

email: [info@comfori.com](mailto: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  
CULTIVATING YOUR  
EMPLOYEES' POTENTIAL

