

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

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