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be complicated because
we're here for you.



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FINANCE & ACCOUNT CORE MODULE



CELEBRATING

18
Years

OF
CULTIVATING YOUR
EMPLOYEES' POTENTIAL



Helping to meet Industry 4.0 revolution





INFORMATION

INTRODUCTION

- The two-day workshop provides the participants a better understanding on how to prepare full set of financial accounts.
- It will review in detail the different types of transactions within an organization. It will also explain how these transactions are accounted for.
- The workshop will expose the participants to various accounting concepts, principles and terms used in financial accounts.
- It covers the types of records that need to be maintained and how each of these records forms the base for preparing full set of accounts.
- There will be activities on the preparation of a full set of accounts for a better understanding.
- The workshop will provide a detailed review on monthly accounts management and annual financial statements.

AUDIENCE

- Senior Accounts Executives
- Accounts / Finance Executives
- Payroll Executives
- Credit Executives
- Finance Managers who seek for a refresher course on the preparation of full set of accounts

OUR MODULE : FIS001

TOPIC COVERED

Module 1: Fundamental Accounting
Module 2: Types of Business Structures
Module 3: Underlying Reasons for Preparing a Set of Financial Statements
Module 4: Types of Accounts
Module 5: Financial Statements Components
Module 6: Double Entry System
Module 7: Accounting Terms
Module 8: Revenue & Capital Expenditure
Module 9: Cash Book Analysis
Module 10: Petty Cash Analysis
Module 11: Preparation of Ledgers and Control Accounts
Module 12: Bank Reconciliations and the Rational of the Preparation

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LEARNING OBJECTIVE

- Gain insights on the basic concepts of accounting
- Better understanding on how full set of accounting is done
- Learn the essential skills & tools required in accounting
- Learn how to examine the accounting process
- Be able to interpret (read) financial statements
- Be able to communicate (speak) using the accounting terms
- Have a proper method of preparing record books and records
- Increase efficiency & effectiveness in the overall accounting process

**We're here to assist you
to overcome challenges
& achieve your desired
goals.**