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FINANCE & ACCOUNT CORE MODULE





INFORMATION

INTRODUCTION

Business Accounting is "keeping records of what is bought, sold, owed, and owned; what money comes in, what goes out, and what is left." Business Accounting is part of the accounting cycle, and bookkeepers' work. This is a very simple to understand and straight forward programmed tailored for those who require these set of skills.

OUR MODULE : FI017

TOPIC COVERED

- Module 1: Introduction
- Module 2: The Recording Process Using Double Entry System
- Module 3: The Preparation of Financial Statements
- Module 4: Books of Original Entry/Journals
- Module 5: Petty Cash, Bank Reconciliation Statements and Adjustments at Financial Year End
- Module 6: Accounting for Tangible Fixed Assets
- Module 7: Preparation of Financial Statements with Adjustment for Limited Company

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AUDIENCE

Accounts executive and assistants, new accounting staff, costing staff, secretaries, office administrators, non-financial executives, payroll staff and any other staff requiring this knowledge.

LEARNING OBJECTIVE

- This course would enable new and existing staff to appreciate and understand the steps in the accounting process, from source documents to the preparation of financial statements.

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