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## CONTACT INFO



info@comfori.com  
+60356213630

# FINANCE & ACCOUNT CORE MODULE





## OUR MODULE : FI071

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### TOPIC COVERED

- 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

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### LEARNING OBJECTIVE

- 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 analyzing financial statements to evaluate organisational performance.

# INFORMATION

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### INTRODUCTION

Many people with little or no relevant training find themselves assigned to positions in the accounts sections of their organizations. A basic knowledge of bookkeeping principles, concepts, frameworks and reporting requirements is important for anyone who is already in or likely to be posted to their accounts division.

The aim of this course is to provide employees with essential knowledge and skills in bookkeeping practices. The program will manually work through the processing cycle to ensure that participants fully understand the underlying methodology. This will ensure that participants will gain the necessary confidence in their own abilities to then apply those principles to the computerized system that operates in their area. In addition, on the rare occasion that a mistake might occur - e.g. an incorrect posting - the participants will be fully equipped with the means to remedy the error.

### AUDIENCE

Accounts Clerks & Assistants, Costing Clerks / New Accounting Personnel