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## CONTACT INFO



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# FINANCE & ACCOUNT CORE MODULE





# INFORMATION

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## INTRODUCTION

The two-days workshop will review in detail the various types of transactions within an organization and how these transactions are understood and accounted for following the fundamental accounting core concepts. It will include step by step preparation of a full set of Accounts: Profit & Loss Account, Balance Sheet, Equity Statement and Cash Flow Statement.

## OUR MODULE : FI201

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### TOPIC COVERED

- Module 1: Fundamental Accounting Concepts
- Module 2: Sole Proprietorship, Partnership, Sdn. Bhd. and Bhd.
- Module 3: Management Accounts vs. Statutory Accounts
- Module 4: Underlying Reasons for Preparing Full Set of Accounts
- Module 5: Adjustment: Bank Reconciliations
- Module 6: Adjustment: Cash Book
- Module 7: Adjustment: Petty Cash
- Module 8: Preparation of Sales, Purchases & General Ledger

\*REQUEST FOR FULL MODULE

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### AUDIENCE

The course is suitable for Finance Managers, Senior Accounts Executives and Accounts Executives whose responsibilities include the preparation of monthly management accounts and yearly Financial Statements.

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

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### LEARNING OBJECTIVE

- The objective of the workshop is to introduce the basic concepts of accounting and to highlight the importance of the need to have a proper set of underlying records books and records. The sessions further cover the types of records that need to be maintained and how each of these records forms the basis for preparing the Profit and Loss and Balance Sheet proprietary business.