

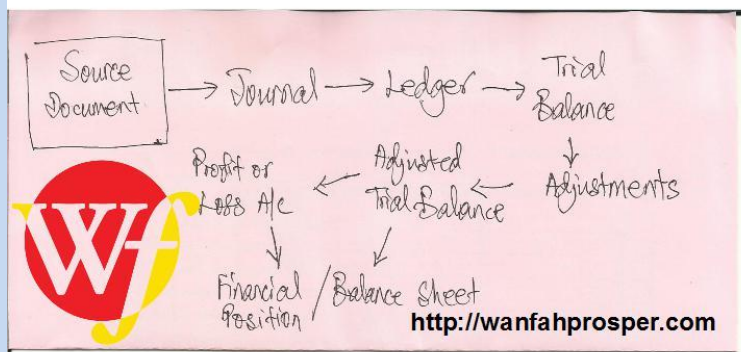


UNDERSTANDING AND HANDLING FULL SET OF ACCOUNTS IN GST ENVIRONMENT

COURSE MODULES

- The Necessity of Bookkeeping
- Accounting Concepts and Equation
- Recording and Analysing Business Transactions
- Fixed Assets Accounting
- Inventory Accountings and Methods of Valuation
- Capital Structure
- Recording the Cash Book and Petty Cash
- Preparation of Final Accounts
- Computerized Accounting
- Accounting for GST

UNDERSTANDING AND HANDLING FULL SET OF ACCOUNTS IN GST ENVIRONMENT



This programme enables participants to understand the bookkeeping process and how to prepare full set of financial accounts leading to the preparation of financial statements. Participants will also understand the accounting principles and standards governing the preparation of the accounts and its Financial Statements.

With the implementation of GST, participants will also be shown how GST is to be recorded.



COURSE OBJECTIVES

- Understand why Accounting is important, the glossary of accounting terms, the fundamental accounting concepts used in accounts preparation, financial statements, journal entries etc.
- Able to explain the concept of double-entry (debit & credit) and able to perform the double-entry process
- Better understanding of the relationship between the ledger accounts and the financial statements
- Know how to provide for depreciation, bad debts and other entries, know how computerized accounting systems work
- Prepare Statement of Financial Position and Statement of Profit or Loss Accounts and Other Comprehensive Income
- Understand how to record GST

WHO SHOULD ATTEND?

- ✓ Accountants, Accounts and Finance Executives
- ✓ Accounts Clerks, Bookkeepers and General Clerks
- ✓ Administration Executives / Clerks
- ✓ Payroll Executives / Clerks
- ✓ Credit Control Executives
- ✓ IT Personnel who are involved in Accounting System
- ✓ Anyone who wish to obtain good understanding on Preparation of Full Set of Accounts

TRAINER PROFILE : Mr. Tan Chee Wan

Qualifications:- Fellow member of Chartered Institute of Management Accountants-FCMA(UK), Chartered Accountant (Malaysia), Chartered Global Management Accountant (CGMA)

EXPERIENCE

He is a senior member (FCMA) of the Chartered Institute of Management Accountant, CIMA and a member of Malaysia Institute of Accountants, MIA since 1992. As the only pioneer CIMA Global Membership Assessor locally as well as in Singapore, he is actively involved with CIMA and has conducted in house training as well as public training programmes on Finance and Accounting both locally and overseas. Mr. Tan has more than twenty years of hand-on experience in difference areas of management and functions in diverse industries such as auditing, printing, construction, engineering, manufacturing and trading. Other than Finance, Auditing, Taxation, Corporate Finance and Credit Control, he also involved in business development, business strategic planning, budgeting and cost management.