

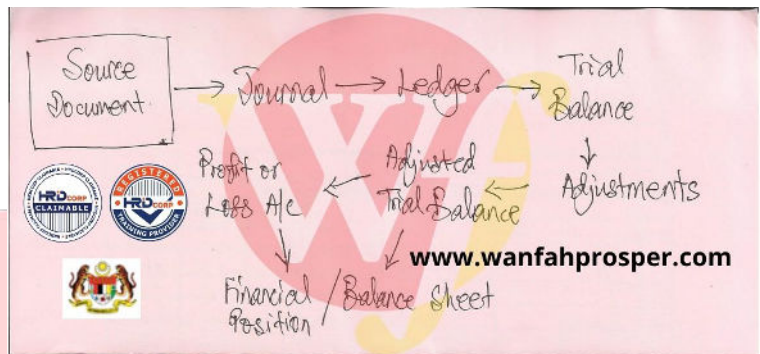


## UNDERSTANDING AND HANDLING FULL SET OF ACCOUNTS IN SST ENVIRONMENT

(HRD Corp Programme Number : 1000144447)

### 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 / SST



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. Participants will also be shown how GST / SST 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 and updates on GST / SST

### 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.





**REGISTRATION FORM (HRD Corp Claimable)**  
**UNDERSTANDING AND HANDLING FULL SET OF ACCOUNTS**  
**IN SST ENVIRONMENT** (HRD Corp Programme Number : 1000144447)



**PAYMENT DETAILS : Cheque / Direct Credit**  
 Bank & Cheque No. \_\_\_\_\_ Amount : \_\_\_\_\_

**PARTICIPANTS' DETAILS**

Participant 1 Full name and I/C \_\_\_\_\_

Designation \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Vegetarian Meal \_\_\_\_\_  
 YES / NO

Participant 2 Full name and I/C \_\_\_\_\_

Designation \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Vegetarian Meal \_\_\_\_\_  
 YES / NO

Participant 3 Full name and I/C \_\_\_\_\_

Designation \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Vegetarian Meal \_\_\_\_\_  
 YES / NO

**ORGANISATION DETAILS**

Organisation : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email : \_\_\_\_\_ Fax : \_\_\_\_\_



Please make payment to :  
**WANFAH PROSPER PLT**  
 ACCOUNTS NUMBER : **3812930508**  
 BANK : **Public Bank Berhad**  
**FEE PAYABLE PER PARTICIPANT :**

Normal Price : **RM2,048**  
 Early Bird (15 days before event) : **RM1,888**  
 Group Fee (>2 participants) : **RM1,688**  
 Fee includes course materials, lunch and 2 tea breaks per day.  
 Claiming HRDF Levy? **YES / NO**

Date and Venue : \_\_\_\_\_

(Pls check our website  
<https://wanfahprosper.com/latest-events/> )

Contact : **Cik Nor / Puan Nasifah / Mr. Tan**  
 Tel : **+60351663399**  
 WhatsApp : **+60162634929**  
 Email : **[sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)**

**CANCELLATION / TRANSFER**

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

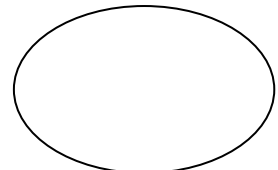
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

**DATA PROTECTION**

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

**DISCLAIMER**

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



\_\_\_\_\_  
**Authorise Signatory**

**Organisation stamp**