



HANDLING FULL SET OF ACCOUNTS

–A PRACTICAL APPROACH

HRDCorp Claimable Courses

Duration: 2 Days

Time: 9.00am to 5.00pm

Venue:

**Kuala Lumpur Golf & Country Club, Bukit Kiara
Kuala Lumpur**

(To emphasize the strategy and impacts of change management, the change process and obstacles and resolutions to changes)

INTRODUCTION:

A full set of Accounts [Financial Statements] for Companies comprise of, the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Cash Flow, the Statement of Changes in Equity, and the Explanatory Notes. These must be prepared and presented under the Companies Act 2016 and in accordance with Malaysian Financial Reporting Standards (MFRS). Companies prepare financial statements for internal and external [publication] use.

The training will discuss the recording, measurement, recognition, preparation and presentation of the financial statements for management purpose as generated by their respective accounting software, for both purposes/uses, for single entity, medium and small companies [excluding group structures].

HOW WILL YOU BENEFIT:

Upon completion of this programme, the participants will be able to:

- ✚ Equip the participant with the knowledge and skills of identifying, recording, managing, preparing and presenting the full set of accounts in accordance with acceptable Malaysian Accounting standards, existing law, in the context of Malaysian Financial Reporting Environment.

PROGRAM OUTLINE

DAY 1

9am-10.30am

MODULE 1

PURPOSE OF ACCOUNTING

- Concepts & Principles
- Characteristics of Financial Statements
- Identify Assets, Liabilities, Equity, Revenue, Expenses
- Simple full set of accounts

Break, 10.30am-10.45am

10.45am-1.00pm

MODULE 2

ACCOUNTING PROCESS SYSTEM

- Accounting Process, Economic Events & Transactions
- Double Entry System
- Trial Balance
- Errors in Recording

Lunch, 1.00pm-2.00pm

2pm-5.00pm (3.30pm-3.45pm – Coffee Break)

MODULE 3

PREPARATION & PRESENTATION OF FULL SET OF ACCOUNTS [FOR INTERNAL USE], WITHOUT ADJUSTMENTS

- Statement of Comprehensive Income [SOCI, formerly known as Trading & Profit & Loss Account]
- Statement of Financial Position [SOFPP, formerly known as Balance Sheet]
- Shareholders' Equity [Share Capital and Reserves]

DAY 2

9.00am-10.30am

MODULE 4

PREPARATION & PRESENTATION OF FULL SET OF ACCOUNTS [FOR PUBLICATION] WITH ADJUSTMENTS

- Closing Stock
- Accruals
- Prepayments
- Unearned Revenue
- Doubtful Debts
- Bad Debts
- Depreciation

Break, 10.30am-10.45am

10.45am-1.00pm

MODULE 5

ACCRUALS BASIS OF ACCOUNTING

- Cash Journal
- Petty Cash Journal
- Sales Journal
- Purchases Journal
- General Journal

Lunch, 1.00pm-2.00pm

2.00pm-3.30pm

MODULE 6

PREPARATION & PRESENTATION OF FULL SET OF ACCOUNTS [FOR INTERNAL USE], FOR A COMPANY (SDN BHD)

Break, 3.30pm-3.45pm

3.45pm-5.00pm

MODULE 7

QUESTION & ANSWERS

WHO SHOULD ATTEND?

Senior and Junior Accounting Executives; Clerks involved in the accounting process of data input, processing and output stages; Supervisors; Assistant Managers.

METHODOLOGY:

Lectures, Slides Presentation, Exercises, Case Studies, Participants Interaction

TRAINER PROFILE

Hari Ramulu

Hari Ramulu Munusamy is a Certified Chartered Accountant, with wide experience in private practice and in financial/management/public sector accounting, auditing [internal and external] and taxation educational process, having been in the profession and industry since October 1976. He started his career as an Audit Assistant with Messrs F.H.Eiles & Co., a chartered accountant firm. Subsequently, he continued his career as an Audit Supervisor with Messrs Coopers & Lybrand (now known as PricewaterhouseCoopers), Kuantan in 1984. In January 1986 he joined Messrs Senthe & Co (a chartered accountant firm in private practice in Petaling Jaya), as an Audit Manager, till December 2006.

Over the years, he gained knowledge, experience, skills and expertise in accounting, auditing and taxation services including tax investigation, forensic accounting and company floatation. He is deemed to be a prolific speaker/presenter with excellent commendations from participants, at seminars, workshops and conferences. He has several public appearances relating to internal and external auditing, taxation, costing, budgeting, financial statements analysis and interpretation, accounting standards, preparation of financial statements, financial statements fraud, forensic accounting and business risk management.

Professionally, he is a Fellow member of the Association of Chartered Certified Accountants of UK, a Chartered Accountant of the Malaysian Institute of Accountants, an Associate member of the Malaysian Institute of Taxation, a Chartered member of the Institute of Internal Auditors of Malaysia (affiliate of USA), and an Associate member of the Association of Certified Fraud Examiners of USA. His academic excellence, are in the form of Diploma in Accountancy (Newcastle-Upon-Tyne, England), and Master of Business Administration (Accounting) from University of Newcastle, USA.

Participation Registration & Fee

Participation Fee: **RM 2,088.00** per person (2 DAYS)
HRD Corp Claimable Courses

(Fees inclusive of certificate of attendance, welcome morning coffee, 2-tea break and 1-luncheon.)

*In-House Training can be organised upon request.

We have limited seats! Register Now!

To register, email to marketing department at mytrain2@mytrainingmalaysia.com
Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

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