

HANDLING FULL SET OF ACCOUNTS

28TH & 29TH MAY 2013

THE GARDENS HOTEL, MID VALLEY, KUALA LUMPUR



Accredited by:
INTERNATIONAL ASSOCIATION
OF ACCOUNTING PROFESSIONALS
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This programme enables participants to understand how to prepare full set of financial accounts leading to preparations of financial statements, whilst understanding accounting principles and standards governing them.

FOCUSSING ON:

- Meet future challenges in your workplace as a productive Accounts Staff.
- Examine the accounting process - from transactions to financial information.
- Realize the importance of cash flow & recognize the method to track it.
- Understand and apply the essential tools for effective accounting.
- Able to prepare Final Accounts & methods of maintaining Record properly.



WHO SHOULD ATTEND

Accounts / Finance Executives or Clerks / Administration Executives or Clerks, Payroll Executives or Clerks / Credit Executives / Sales and Marketing Executives / General Clerks / Corporate Planners and those who wish to obtain a good understanding on preparation of full set of accounts.

Axsel Management International Sdn Bhd (879857-T)
(HRDF Reg.No: 2987)

No.19, 1st Floor, Jalan 1/21, 46000 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

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Objectives

This programme enables participants to understand how to prepare full set of financial accounts leading to preparations of financial statements, whilst understanding accounting principles and standards governing them.

Learning Outcome

Upon completion of the course, participants should be able to:

- Meet future challenges in the workplace as a productive Accounts Staff.
- Examine the accounting process - from transactions to financial information.
- Realize the importance of cash flow & recognize the method to track it.
- Understand and apply the essential tools for effective accounting.
- Able to prepare Final Accounts & methods of maintaining Record properly.

Who should attend:

- Accounts / Finance Executives
- Administration Executives
- Payroll Executives
- Credit Executives
- Sales and Marketing Executives
- General Clerks
- Corporate Planners and those who wish to obtain a good understanding on preparation of full set of accounts.

COURSE CONTENT

UNDERSTANDING THE PURPOSE OF ACCOUNTING

- Introduction to fundamentals of accounting and book keeping
- Accounting process, concepts and principles / qualitative characteristics of financial information / accounting information for decision making

RECORDING AND ANALYSING BUSINESS TRANSACTIONS

- Understanding main books of accounting system for any type of business operations
- Rules of double entry system – Debit & Credit
- Managing source documents (invoices, debit / credit notes, payment vouchers, etc)
- Ensuring relevant supporting documents for accounting transactions
- Distinction between revenue and capital expenditure
- Books of original entries – Types of journals and cash book
- Ledger system – General ledgers, subsidiary ledgers-posting into ledgers
- Proper classification of expenses to avoid problems with tax Authorities

UNDERSTANDING CASH BOOK

- Understanding layout of cash book/ Preparing bank reconciliation statements
- Posting cash book transactions into ledgers / Petty cash book compared with main cash book

PREPARATION OF FINAL ACCOUNTS

- Balancing accounts and preparing trial balance to ensure accuracy of double entry system
- Detectable / Non detectable errors
- Statement of Comprehensive Income / The Statement of Financial Position / Non detectable error MFRS 101 & 108
- Final accounts with adjustments, the closures of books and transfer of balances to next financial year / Depreciation of fixed assets / amortization of intangible assets MFRS 116 & 138
- Dealing with bad / doubtful debts / provisions, etc MFRS 137

MAINTAINING PROPER ACCOUNTING RECORDS UNDER SELF ASSESSMENT SYSTEM

- Understanding the guidelines (public rulings) issued by the tax authorities in respect of keeping sufficient records
- What constitutes sufficient records a business needs to keep?
- Areas of focus by tax authorities & the supporting documents need to be kept
- Consequences of failing to keep sufficient records

MAINTAINING EFFECTIVE FILING SYSTEM

- How to organize proper filing system for accounting records?
- What accounts files need to be maintained?
- File coding / indexing procedures?
- Consequences of not keeping proper filing system

TRAINER PROFILE

MR. T. SEELAN, C.A.(M), FCCA, FFA, ACIA

Mr. Seelan specialises in designing and setting up of accounting, internal control and operational systems as well as in performing operational audits. His clients include those in the hospitality, education, manufacturing and service-based industries.

His working experience includes years at several public accounting firms, a leading hotel in Langkawi and an established manufacturing organisation. He was also attached to a large tax firm for three years. He also acts as a consultant for a number of groups on financial issues.

Mr. Seelan is also actively involved in the development and implementation of financial and management training programs for various organizations. He has trained accountants and financial advisors in **Vietnam, Brunei, Rwanda and Uganda**. These programs have produced excellent feedback.

He has trained personnel from numerous companies and the public sector, including, Majlis Bandaraya Shah Alam, Permodalan Nasional Berhad, Institut Jantung Negara, Tradewind Hotel Group, Bintulu Development Authority, Ritz Carlton Hotel, Putrajaya IOI Resort, Majlis Perbadanan Sibu, Lembaga Urusan Tabung Haji, Tenaga Cable Industries, Yeo Hiap Seng, Kobe Precision, Eon Finance, International Islamic University, Petroliaam Nasional Bhd, Progressive Insurance Bhd, Subang Jaya Medical Centre, The MINT Hotel, KLIA Pan Pacific Hotel, Bank Rakyat, Toshiba Electronics, UDA Holdings Bhd, Komag USA, Bank Industri & Teknologi (M) Bhd, PPB Group and TH Plantations to name a few.

He is a Member of the Malaysian Institute of Accountants, Fellow member of the Chartered Association of Certified Accountants, the Institute of Financial Accountants and Member of the Institute of Commercial Accountants

THE COMPANY

Axsel Management International Sdn Bhd was incorporated for the purpose of conducting quality Human Capital Development programs in contribution towards Self Development and Nation Building.

Experienced trainers and educationists who have successfully taken up administrative and management roles in various reputable higher private education institutions for the past 20 years, provide the vision for the company while a young, dynamic and enthusiastic team executes the companies mission.

We are dedicated to develop high performance individuals and organizations to achieve higher growth while meeting the aspirations and challenges towards Self Development and ultimately Nation Building.

At Axsel, we are committed to enhance client's resources and potentials through innovative, strategic, research driven and value added consulting and training & development.

REGISTRATION FORM – FILL UP & FAX TO US TODAY!

PARTICIPANTS' DETAILS

FULL NAME AS PER I/C (Dato/Datin/Dr/Mr/Mrs/Ms):

DESIGNATION:

ORGANIZATION DETAILS

ORGANIZATION:

INDUSTRY:

ADDRESS:

EMAIL:

TEL:

FAX:

SIGNATURE & COMPANY STAMP

PAYMENT DETAILS

☐ PAYMENT BY CHEQUE

BANK & CHEQUE NO:

AMOUNT (RM):

☐ PAYMENT BY CREDIT CARD (tick whichever applicable)

☐ VISA

CARD EXPIRY DATE:

☐ MASTER

CARDHOLDER NAME:

CARD NO:

I AUTHORISE PAYMENT OF RM:

DATE:

SIGNATURE:

PROGRAMME REGISTERED FOR

HANDLING FULL SET OF ACCOUNTS

☐ 28 & 29 May 2013
The Gardens Hotel, Mid
Valley, Kuala Lumpur.

FEE: RM 1300 per pax

REGISTRATION / ENQUIRY

Call: Fazli / Siti / Gopala

Tel: 03 – 7783 3333

Fax: 03 – 7781 3333

Email: info@axsel.com.my

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TERMS & CONDITIONS

COURSE FEE

Fee is payable to:

**AXSEL Management International
Sdn Bhd**

Fee is inclusive of certificate of attendance issued, refreshment and lunch. To reduce its carbon footprint and in support for a more sustainable environment, participants will be provided with a compact disc pre-loaded with seminar materials in place of printed notes. Axsel reserves the right to vary or cancel the scheduled training date or venue.

Where this is exercised, the registrants will be duly informed and the registration fees will be refunded upon request of the participants. The speaker(s) identified may be subject to change without prior notice. Where this is exercised, there shall be no refund.

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



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