

Up skilled yourself won't  
be complicated because  
we're here for you.



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# FINANCE & ACCOUNT CORE MODULE



CELEBRATING  
**21**  
Years  
OF  
CULTIVATING YOUR  
EMPLOYEES' POTENTIAL





# INFORMATION

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## INTRODUCTION

Business Accounting is "keeping records of what is bought, sold, owed, and owned; what money comes in, what goes out, and what is left." Business Accounting is part of the accounting cycle, and bookkeepers' work. This is a very simple to understand and straight forward programmed tailored for those who require these set of skills.

## OUR MODULE : FI017

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### TOPIC COVERED

- Module 1: Introduction
- Module 2: The Recording Process Using Double Entry System
- Module 3: The Preparation of Financial Statements
- Module 4: Books of Original Entry/Journals
- Module 5: Petty Cash, Bank Reconciliation Statements and Adjustments at Financial Year End
- Module 6: Accounting for Tangible Fixed Assets
- Module 7: Preparation of Financial Statements with Adjustment for Limited Company

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### AUDIENCE

Accounts executive and assistants, new accounting staff, costing staff, secretaries, office administrators, non-financial executives, payroll staff and any other staff requiring this knowledge.

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

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### LEARNING OBJECTIVE

- This course would enable new and existing staff to appreciate and understand the steps in the accounting process, from source documents to the preparation of financial statements.