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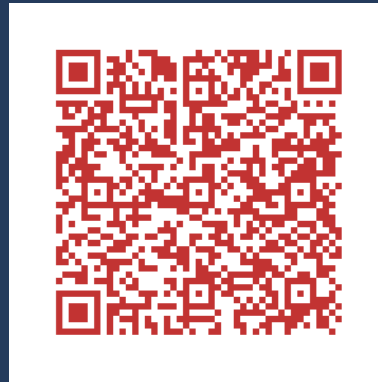
Connecting Business with Intelligence



DO NOT STOP LEARNING, EDUCATION IS LIFETIME JOB

TRAINING 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.



If you have any enquiries, please contact
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TARGET AUDIENCE

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

A GLIMPSE OF MODULE

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

Accounting- A Fresh Start